

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING
MINUTES - June 13, 2007**

DATE: June 13, 2007 TIME: 9:00 a.m. PLACE: A260
 Adams County Courthouse 400 Main Street Friendship, WI 53934

MEMBERS PRESENT: John West, Harry Davis, Florence Johnson, Cynthia Loken, Jerry Kotlowski

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Dennis McFarlin, Terry Scheel, Deb Barnes, Dee Helmrick, Jane Grabarski, Shirli Suchomel, Administrative & Financial Coordinator Barb Petkovsek

1. Call to Order – At 9:09 a.m. Chair John West called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: West, Johnson, Loken, Kotlowski, Davis present.
4. Approve the Agenda – **MOTION** by Kotlowski/Loken to approve the agenda for the June 13, 2007, meeting. MC/Unan.
5. Approve minutes of the May 9, 2007, meeting – **MOTION** by Loken/Davis to approve the minutes from May 9, 2007, Public Safety & Judiciary Committee meeting. MC/Unan.

Coroner's Report- Coroner Scheel gave his report and submitted vouchers. Jane Gervais found the existing resolution for Coroner's fees. Committee asked Scheel to have his proposed resolution drawn up at Corp Counsel's office or Administrator's Assistant's office and a Committee member will sign it prior to it being brought to County Board for approval. MC/Unan. **MOTION** at 9:30 a.m. to approve Coroner's vouchers was made by Davis/Johnson. MC/Unan.

Family Court Commissioner – Dennis McFarlin had no vouchers and reported that Child Support court cases are now caught up. He explained a new Parenting Class program offered free by the UW Extension on that has been expanded to include children of separated parents, ages 10-14.

Child Support –

1. Deb Barnes submitted her Performance Measures Report for May. She explained that the Arrears Collections line item is the most difficult to meet State expectations, but they should make the qualifying numbers on time to get this year's grant money. She stated that Child Support caseload is caught up with the Family Court Commissioner.
2. Conferences/training: None.
3. Office activities: Barnes will be on vacation for two weeks in August.
 - a. Her dual-screen monitors are purchased and operational with \$442 left to spend.
 - b. The vacant position has been re-posted internally and two applicants applied; one dropped out and one tested unsuccessfully. Interviews will commence with members of the public who applied in the round of advertising done earlier, provided they pass the test. Target hiring date is one month from now.
4. Barnes submitted her department's vouchers.

Clerk of Circuit Court – At 9:43 a.m. Dee Helmrick submitted her vouchers and the District Attorney's vouchers. She distributed the Community Service Coordinator's report. Jill Helgeson is in her probationary period and is still in training. Helmrick had presented her job description for Collections Clerk to the Executive Committee who signed it and placed it in the County Board packet. Public Safety & Judiciary Committee signed it and it will be sent to the County Clerk. There has been no change in her personnel problem but she hopes to have news next month. More information is surfacing in the case. The judge is on vacation for two weeks in July.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING
MINUTES - June 13, 2007**

Conference/Training: Helmrick has a Summer Conference in LaCrosse but it conflicts with jury trials. If scheduling allows she will attend the Friday sessions only. Helmrick left the meeting to get the resolution for her proposed new position.

Register in Probate – Terry Warner gave her vouchers to Committee. She explained how attorneys are assigned certain cases and the need to obtain legal services from Wisconsin Rapids occasionally. She requested a closed session on next month's agenda.

Helmrick returned with her resolution for Collections Clerk.

MOTION by Davis/Johnson to pay the Child Support vouchers and send them to Finance Committee. MC/Unan.

District Attorney – not present; vouchers were submitted. Helmrick reported that the District Attorney will attend a conference in Green Lake.

Coroner Scheel returned with his resolution for Committee. **MOTION** by Loken/Kotlowski to return to agenda item Coroner #2: Coroner's Resolution. MC/Unan. Committee signed the resolution to raise Coroner's fees that had been approved in the May 9, 2007, meeting as well as organization of the fee chart. **MOTION** by Loken/Johnson to approve the Coroner's resolution and forward it to County Board. MC/Unan.

Emergency Management

1. Easton Dam status – Jane Grabarski reported that the emergency repairs to the Easton dam are finished; however, more damage was discovered during the repair process. Land and Water Conservation will request a long-range feasibility study on this dam.
2. Grant status discussion – Radio Interoperability Grant: she has received \$23,871 for reimbursement.
3. Communication System Status discussion and possible action – The cost for an engineer to examine bids for approval and to oversee the bidding process will be \$10,000. She proposed using the Sales and Use Tax under Ordinance Section 1: "excess revenue." Discussion followed. **MOTION** by Kotlowski/Loken to recommend to Finance Committee that \$10,000 be utilized out of Sales Tax fund for Communication Systems Upgrade Bid Document and Review of Bids for Suitability. MC/Unan. Grabarski recommended that when the bids come in they be opened in the presence of Public Safety and Judiciary Committee at a meeting, then be presented to the full County Board to evaluate.
4. Program of Work activities – Emergency Management is having a tabletop exercise in July in Friendship. A Flu Pandemic Clinic will be held in August. Municipal plans: Easton's plan has just been completed; Leola is next and should be finished in the next few weeks. Emergency Operations Plan from various agencies is in need of a signature, and is due by September 30.
5. Office activity –Union Pacific Railroad intended to close the public crossing at 20th Avenue, which Emergency Management and the Town of Strongs Prairie opposed for safety reasons, and a hearing denied the railroad's petition. This decision could be reversed and the crossing could still be closed. A derailment on June 3, 2007, at 3:30 a.m. closed the tracks at Highway 13 for four hours. Only empty coal cars were involved and no spills happened. The recent storm produced high winds that took down a few trees but generally everything was okay.
6. No training or conferences.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING
MINUTES - June 13, 2007**

7. Vouchers were signed. **MOTION** by Davis/Johnson to approve Emergency Management's vouchers and send them to Finance Committee. MC/Unan

Sheriff's Department

1. Communications – At 10:24 a.m. Sheriff Renner took the floor. He plans to conduct a Drug Roundup in September. He has sent letters to local businesses that sell cigarettes asking merchants to request identification of purchasers and not to sell to minors. He stated that the A-F School District provided \$17,348.00 to fund the Police-School Liaison Officer last year, and this year the amount will be \$18,754.92. A new contract will be drawn up for the 07-08 school year. Union Pacific Railroad invited law enforcement to participate in the Safety Train project. During the ride to Necedah demonstrations and lectures were given on the safety hazards at railroad crossings. A letter of promotion was sent to Sgt. Brent York offering him the position of Investigator; no response in writing has yet been received. Deputy Mary Krause is the department's newest road officer. Deputy Simonsen's training is nearly finished and he will soon be on his own on the road. Deputies Pat Heuer and Sam Klumb are coming along well in training and should be finished in mid-July. Deputy Heuer experienced an injury at the range, was on light duty for a short time, and is back to full duty now. Robert Hamilton was sent a letter offering him a Road Officer position and he should be starting on July 9.
2. Animal Shelter/Animal Control reports were in Committee's packet.
3. Chief Deputy Report:
 - a. Upgrading Eligibility Lists – The Male Corrections Officer list is depleted; test dates are set up. The Road Officer list is also due to be renewed.
 - b. Spillman reports – CAD reports from Spillman were distributed and Chief July explained them to Committee. Davis asked about the School Liaison Officer and what part the City of Adams takes in responding to calls at the schools. Chief July stated that when the new City of Adams Police Chief is in place they will approach the City on that matter. July expressed the Sheriff's commitment to the PSLO position, and he stated he is highly in favor of it as well, and they intend for it to continue.
 - c. No training or conferences.
4. Jail Captain Report
 - a. Safekeeper Report was in Committee's packet. Wood County and Rome are the current clients. Captain Beckman explained the unanticipated costs with State prisoners including the requirement of having a van to transport them, the packaging, shipping, and inventory of their personal property, mandatory phone cards offered through the commissary system, and a system of check-cutting to the State for all their commissary monies that is making it less feasible to house them here. These costs were not mentioned up front by the State; they had to be discovered in the process. By January of 2008 a mandated classification system will be in effect for separation of maximum, medium, and minimum-security inmates.
 - b. HVAC in Pod – Tracy Hamman from Maintenance has been working on getting the air conditioning operational in the jail pod, which gets to temperatures in excess of 85 degrees. He is now getting prices to have it fixed.
 - c. Vote on Mid-State Technical College contract – Captain presented the MSTC contract for GED program cost increases. He reported that this is a successful program that inmates can continue after incarceration to earn their high school diploma. **MOTION** by Loken/Kotlowski to approve the resolution for the MSTC contract and send it to County Board July meeting. MC/Unan. Committee signed the resolution.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING
MINUTES - June 13, 2007**

- d. Vote on SGTS contract resolution – The new building security contract has already been reviewed by former Corp Counsel Kevin Kneiss. Committee referred it to the Administrative Coordinator.
 - e. Blackberry's – Captain reported a problem with service being stopped intermittently. RIM, who manufactures the Blackberry's, states that the problem is with the County's firewall/filter. Dawn is well aware of the problem.
 - f. Progress on fingerprint machine – This is the live print transmission to CIB and FBI. It is scheduled for installation June 19 with training to follow.
5. Accident Reports, Purchase Orders/Vouchers, Financial Reports, and Payroll/Overtime reports were all in Committee's packet. Sheriff reported that Phyllis Wehinger's last day is July 4, 2007. Discussion followed concerning turnover and Sheriff Renner stated the wages are at issue, and the value of experience is being lost.

MOTION by Kotlowski/Loken to approve vouchers for Clerk of Court, Register in Probate, and District Attorney and send them to Finance Committee. MC/Unan

6. Set next meeting date – Wednesday, July 11, 2007, 9:00 a.m. in Conference Room A260.

MOTION by Davis/Loken to approve the Sheriff's Department vouchers and send them to Finance Committee. MC/Unan.

MOTION by Loken/Johnson to go into closed session per Wis. Stat. 18.95(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: discuss personnel issues of hiring, promotion, resignation, and retirement. The Committee will then reconvene in open session per Wis. Stat. 19.85(2) to consider and vote on appropriate matters. ROLL CALL VOTE: Davis: Yes. Johnson: Yes. West: Yes. Loken: Yes. Kotlowski: Yes. Unanimous. At 11:30 p.m. all parties except Sheriff, Chief, Administrative Coordinator, and Committee left the room. Per Cindy Loken, **MOTION** at 11:43 a.m. to adjourn was made by Loken/Davis. ROLL CALL vote was unanimously in favor. Meeting adjourned.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

These minutes are not yet approved by Public Safety & Judiciary Committee (06/14/07)