

**Public Safety & Judiciary Committee**  
Wednesday, August 14, 2013  
9:00 a.m. – Conference Room A260

**MINUTES**

Vice Chairman James called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Bob Eggebrecht, Marge Edwards, Terry James, Bill Miller, and Al Sebastiani.

Others present: Carol Collins, Kris Steffens, Dennis McFarlin, Deb Barnes, Kathie Dye, Terry Reynolds, Tania Bonnett, Janis Cada, Jane Gervais, Marilyn Rogers, Sam Wollin, and Terry Fahrenkrug.

**Motion by Miller to approve the agenda, seconded by Edwards. All in favor, motion carried unanimously.**

**Motion by Eggebrecht to approve the prior meeting minutes (July 10<sup>th</sup>), seconded by Sebastiani. Motion carried. Miller abstained.**

There was no public participation. There was no correspondence.

Eyes of Hope Shelter—Kris Steffens—Present

Steffens provided the Committee with her monthly report for July 2013. Steffens discussed her report and stated veterinary expenses have increased. She does not want to increase the adoption fees as she feels that this would slow down adoptions.

Family Court Commissioner – Dennis McFarlin – Present

McFarlin provided the Committee with the 2014 budget packet. McFarlin is requesting an increase in compensation due to the increase in his workload. He feels 40 minutes per week is warranted. McFarlin did inform the Committee that the Family Court Commissioner's salary has not been adjusted (other than COLA) since January 1, 2006. **Motion by Eggebrecht to approve the budget with the requested increase and forward it to Admin & Finance, seconded by Miller. All in favor, motion carried unanimously.**

Child Support – Deb Barnes – Present

Barnes provided the Committee with the performance measures, check summary for July 2013, budget revision for 2013, and the 2014 budget packet. Barnes stated things are going well in her office. Barnes explained the current collections rate stays constant at 75%, but the arrears collection rate continues to increase. Barnes stated she received an additional \$15,000 in revenue for 2013 with the recent restoration of funding. With the increases in her on-call, copy machine, and mileage expense lines it is anticipated that there will be \$9,000 left after the budget revision. Barnes is looking to use those funds to reorganize the office to accommodate the current staff.

Barnes started her 2014 budget discussion by informing the Committee that she is going to La Crosse County today for a second interview. Barnes stated Trena Larson recommends approving the budget as it is presented and go from there. Barnes stated the training requests are not mandatory, but with the additional changes coming with the Affordable Care Act it would be a good idea to attend. Barnes stated the expenses for the National Child Support Enforcement Association conference to be held in Portland, Oregon could be taken out of the budget as the new director would not be attending. **Motion by Edwards to approve the budget with a note of possible changes and forward it to Admin & Finance, seconded by Sebastiani. All in favor, motion carried unanimously.**

Clerk of Circuit Court – Kathie Dye – Present

Dye provided the Committee with the 2014 budget packet. Dye informed the Committee that she would like to pull the capital outlay of \$7,800 for her office remodel. The quote came in lower than anticipated and the expenses should be under \$5,000. She will add the \$5,000 to the small equipment or supplies expense lines. Dye explained the current layout of the office is inefficient and may not be safe. She will also need furniture for the Community Service Office. Dye stated she still needs a quote on the electrical and the counter that was missed but does not anticipate that the total project would exceed the \$5,000. The Committee recommended that she work on getting a final total for the project. **Motion by Eggebrecht to approve the budget as presented with the noted changes of tightening up the numbers for the remodel project and the withdrawal of the \$7,800 capital outlay and forward it to Admin & Finance, seconded by Miller. All in favor, motion carried unanimously.**

Register in Probate – Terry Reynolds –Present

Reynolds provided the Committee with the monthly expense report for July 2013 and the 2014 budget packet. Reynolds informed the Committee that there was a booth at the Adams County Fair for Teen Court to get the information out about the program. Reynolds stated there is no maintenance contract for the video conferencing at this time and is proposing to go with the 2-year contract right now so that she can get a contract in place. James recommended putting the resolution through in September for the 3-year contract as it is more cost effective to pick up the third year now.

Reynolds discussed her budget and explained the court reporter would like to move closer to the court room. Reynolds requested \$9,000 in capital improvements to move the court reporter's office and for securing the offices of the judicial assistant and court officials. The Committee stated this should be removed from her budget and placed in the property budget. Reynolds also requested an increase of \$7,000 in her legal expenses in the juvenile court budget. Her juvenile budget has already been hit hard this year. She is already at 93% in July. Reynolds explained they have no control over these expenses. **Motion by Edwards to approve the budget with striking the \$9,000 capital overlay and forward it to Admin & Finance, seconded by Miller. All in favor, motion carried unanimously.**

District Attorney – Tania Bonnett and Janis Cada –Present

Committee was provided with the 2014 budget packet. Bonnett informed the Committee that she increased the restitution surcharge revenue by \$200 and the DA fees by \$500. She also decreased the meals, mileage, and lodging expense lines. They are trying to encourage lawyers to pick up paperwork from their office so she also decreased her postage by \$200. **Motion by Miller to approve the budget and forward it to Admin & Finance, seconded by Edwards. All in favor, motion carried unanimously.** Bonnett stated she is back from her leave of absence this week and preparing for a two week trial at the end of September. Mark Thibodeau will continue on one day a week as the Assistant DA.

Emergency Management – Jane Gervais – Present

Gervais provided the Committee with the monthly expense report for July 2013 and the 2014 budget packet. There were no questions on her monthly expense report. Gervais informed the Committee that Communications Services was notified of an alarm that went off at the Oxford Communication Tower Site due to an increase in temperature, who then notified her. Maintenance Supervisor Hamman and Gervais checked the unit to see if they could fix the problem before calling someone. Hardwood Heating and Refrigeration was called. The fan cycling switch was bad on the air conditioning unit. It will cost \$723 to fix. Gervais stated she still has \$1,740 in her repair and maintenance expense line and can take the cost from those monies.

Gervais discussed the changes in her budget for 2014. Gervais stated the 2014 budget has an overall increase of \$5,536. Gervais is requesting additional monies for replacement of batteries needed for the UPS units at the communication sites, to inspect and maintain the Highway Tower and Dell Prairie Tower, filters for all tower sites HVAC units, and mice bait for the generators. The hazmat expense line has decreased which offsets the budget. Gervais explained the Highway Tower has never been inspected. Supervisor Eggebrecht would like to see a maintenance log for the

communication towers. **Motion by Sebastiani to approve the budget and forward it to Admin & Finance, seconded by Edwards. All in favor, motion carried unanimously.**

Medical Examiner – Marilyn Rogers – Present

Rogers provided the Committee with the monthly activity report, check summary for June 2013, wage/hour documentation, and 2014 budget packet. Rogers stated she has sent for a new AMB DI packet for Becky Koehn's certification. There is no money in the 2013 budget for Koehn to take the test so she would like Koehn to take the test in 2014. Rogers discussed her wage/hour documentation with the Committee and her concerns regarding compensation. Committee agreed that a wage adjustment needs to be discussed and/or addressed at the at the next Executive Committee meeting September 6<sup>th</sup>.

Rogers discussed the changes in her budget for 2014. Rogers explained there were increases in the telephone, gas, postage, copy machine, mileage, training, and physician charges expense lines. Rogers also explained that there were decreases in the repair & maintenance, office supplies, films & photo, lodging, and operating supply expense lines. **Motion by Eggebrecht to approve the budget as presented and forward it to Admin & Finance, seconded by Edwards. All in favor, motion carried unanimously.**

**Motion by Sebastiani to take a 5 minute recess at 10:54 a.m., seconded by Edwards. All in favor, motion carried unanimously.**

**Motion by Miller to call the meeting back to order at 11:01 a.m., seconded by Edwards. All in favor, motion carried unanimously. Eggebrecht was excused from the meeting.**

Sheriff's Office – Sheriff Wollin – Present

Wollin informed the Committee that the Sheriff's Office had a food booth at the Adams County Fair to raise funds for the Community Policing and K-9 programs. There were also two K-9 demonstrations. Wollin stated that it was a positive experience that we were part of the fair and not just monitoring it. The hope is to expand it a little more next year. Wollin stated the K-9 interviews are on 9/5/13 and there are four applicants.

Wollin discussed the resolution to renew the contract with MSTC for the Inmate Education Program. **Motion by Edwards to approve the resolution to renew the contract with MSTC and forward it to County Board, seconded by Miller. All in favor, motion carried unanimously.**

Wollin explained the job description for the Fiscal & Support Services Manager initially had an education and experience requirement of a Bachelor's Degree in Accounting and was changed to an Associate's Degree during the wage study. Wollin is requesting to have the education and experience requirement changed back to a Bachelor's Degree. **Motion by Edwards to support changing the job description under Education and Experience for the Fiscal & Support Services Manager back to a Bachelor's Degree, seconded by Sebastiani. All in favor, motion carried unanimously.**

Wollin discussed the changes in the 2014 budget. Wollin explained that there will be a decrease in revenues with the anticipated loss in grants. Wollin explained decreases in office supplies and uniform allowance expense lines. Wollin addressed the questions regarding the training budget and explained that Patrol Deputies and Jail Deputies are required to have 24 hours of training a year. There is also some training reimbursement to help offset some of these expenses. Wollin requested an increase in on-call wages for the patrol budget to help offset overtime costs. Wollin requested an additional patrol deputy position in the 2014 budget. Wollin explained that he would like to create a special assignment of Community Policing Deputy. Wollin stated there were positive comments from the community and fair board. Security is an issue and it is a good idea to have security in the court rooms. **Motion by Edwards to approve the budget including the Community Policing Deputy and forward it to Admin & Finance, seconded by Sebastiani. Roll call vote: Edwards – Yes, Miller – No, Sebastiani – Yes, and James – Yes. Motion carried.**

Chief Deputy Fahrenkrug – Present

Monthly revenue and expense reports for July 2013 were provided to the Committee. Fahrenkrug stated the animal control report is comparable to last year. The Animal Control Officer averages 20/hrs a week and is using his time wisely.

**Motion by Edwards to approve vouchers and monthly expense reports as presented, seconded by Miller. All in favor, motion carried unanimously.**

Identify upcoming agenda items: Jail tour to see the new Simplex upgrade on September 18<sup>th</sup>.

Set next monthly meeting date as September 18<sup>th</sup> at 10:30 a.m.

**Motion by Sebastiani to adjourn, seconded by Miller. All in favor, motion carried unanimously. Meeting adjourned at 12:37 p.m.**

*These minutes have not been approved by Public Safety & Judiciary Committee.*

Respectfully Submitted,

Carol A. Collins  
Recording Secretary