

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES - December 12, 2007**

DATE: December 12, 2007                      TIME: 9:00 a.m.                      PLACE: A260  
                    Adams County Courthouse      400 Main Street                      Friendship, WI 53934

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

EXCUSED ABSENT: Harry Davis

OTHERS PRESENT: Chief July, Captain Beckman, Dennis McFarlin, Terry Scheel, Nick Segina, Deb Barnes, Jane Grabarski, Lt. Carlson, Janis Cada, Dee Helmrick, Corp Counsel, Administrative/Financial Coordinator, Shirli Suchomel

1. Call to Order – At 9:00 a.m. Chair John West called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: West, Johnson, Loken, Kotlowski present; Davis excused absent.
4. Approve the Agenda – **MOTION** by Loken/Davis to approve the December 12, 2007, meeting agenda. MC/Unan.
5. Approve minutes of the November 7, 2007, meeting – Johnson left the meeting to obtain copies of the November minutes for Committee.

**Coroner's Report-** Coroner Terry Scheel reported his department has exceeded the 2007 expected revenue of \$10,000. Hospice death notifications are still a problem, especially with a Marshfield-based hospice. He will consult Corp Counsel for advice. He submitted vouchers for training, which came under much discussion. Scheel intends to invite Mark Playman of the Wisconsin Coroner and Medical Examiners Association to address the Adams County Board to field questions on operations and responsibilities of a Coroner's Office. He inquired where to obtain supplies now that the print shop is closing, and Cindy Loken informed him that Office Depot on-line ordering will be the method. Scheel expressed disappointment in a recent newspaper article on the Coroner's office, for which he was not given opportunity for input. For the next agenda: **Coroner's fee schedule.** Committee signed Coroner's vouchers. Scheel is to go to the County Clerk and get on the County Board agenda for discussion about funding his requested training.

**Family Court Commissioner** – Dennis McFarlin asked Committee if they had any questions of him, and when they did not, he had nothing further for Committee.

**Child Support** – Deb Barnes gave Committee her Performance Measures Report. Her secretary went to the New Worker Training; she will be there six months in January and she is working out very well. State/County Contracts have not yet arrived. The State allocated 5.5 million dollars in its budget for Child Support, \$17,471.00 of which is eligible for a 66% match. In 2008 a grand total Child Support revenue of \$91,315 is possible. Barnes explained the debit card system for recipients of Child Support.

**Clerk of Circuit Court** – Not present

**Register in Probate** – Not present

**District Attorney** – Not present

**Emergency Management** – At 9:38 a.m. Jane Grabarski took the floor. Public bid opening was scheduled to take place at 10:00 a.m.; this item was deferred until that time. She had resolutions prepared for the bid process when bids were opened after 10:00 a.m. Communication system upgrade resolution would follow bid examination. Grant updates: The HAZMAT grant was awarded and will be used to purchase an evacuation sticker system, which is a three-part form for tracking evacuees in the event of an emergency evacuation, and every emergency vehicle will carry these. A second application

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is in progress for the All-Hazards Mitigation Plan at a total cost of \$40,000, only 12.5% of which is the County's responsibility and that money is covered in dues paid to North Central Regional, so no tax dollars are owed. Grabarski had no new conferences or training upcoming. She has conveyed the emergency plans of area schools to fire districts. There is a regional planning session with Columbia and Sauk Counties next week covering Lake Delton water park disaster plans for chemical spills, tornadoes, etc. Chula Vista is in Adams County and Grabarski will be working with them on this. Zero dollars were allocated for Emergency Management in the Federal government's 2009 budget. Grabarski wrote to our congressman stating the problems facing counties without Federal monetary backing; as much as one-third of local agencies' budgets is Federal money. They are using her letter as a template for other agencies appealing this decision.

**MOTION** by Johnson/Kotlowski to approve vouchers for Coroner, Child Support, Register in Probate, and Emergency Management. MC/Unan.

Janis Cada brought in the District Attorney's vouchers.

**Sheriff's Department**

Chief July gave Committee a copy of an e-mail from our jail food service provider concerning the 2008 food contract. Animal Shelter/Control reports were in Committee's packet.

Squad procurement under the leasing option: Leasing is approved, and when the contract arrives Committee agreed that because it has already been County Board approved it should go first to Corp Counsel and then to the Administrator/Financial Coordinator for signature. Chief stated the department needs four 4-wheel drive vehicles, non-squads, and lease pricing is being sought from Chevy and Ford. For next agenda: **Fleet leasing information.**

Department operations 2006 vs 2007: Chief July submitted a comparison chart of overtime in 2006 vs overtime in 2007. Even with the high turnover of personnel and the lack of manpower in 2007, the 2007 overtime figures were below those of 2006. He credited management as being the difference.

Transfer of funds – Our latest request for funds transfer was submitted in November to Finance Committee who put it off to December. Chief July went to the Administrative/Financial Coordinator to ask what procedure she wanted him to pursue, and she told him this morning that the department should run line items in the red this year and justify at end-of-year balancing.

**MOTION** by Johnson/Loken to approve the District Attorney's vouchers. MC/Unan.

At 10:00 a.m. bids were submitted to Committee by Foth Consulting for the communication system:

Tate base bid for radio communications was	\$3,747,461.00
Alternate A, deduct Dell Prairie tower:	- 225,828.00
Alternate B, deduct warranty 8 yr to 4 yr:	- 24,500.00
Alternate C, deduct warranty 4 yr to 1 yr:	- 24,500.00
Alternate D, reduce dispatch from 3 to 2:	- 25,600.00
Communications Service radio communications base bid:	\$2,850,339.00
Alternate A, deduct Dell Prairie tower:	- 92,449.00
Alternate B, deduct warranty 8 yr to 4 yr:	- 163,547.00
Alternate C, deduct warranty 4 yr to 1 yr:	- 142,522.00
Alternate D, reduce dispatch from 3 to 2:	- 29,463.00

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Foth Consulting took both bids to examine them for compliance, to return to this meeting with their recommendation.

**Sheriff's Department continued:**

Personnel information: the hire anticipated in the jail had background issues and will not be hired. Jail is short two positions now. One employee was suspended with pay yesterday. The Administrative Coordinator, Corp Counsel, and County Board Chair were all aware of the situation prior to the suspension.

Captain explained the Safekeeper report. Electronic Monitoring is now being administered by Jail Officers Harrington and Nelson. As of 12/10/07 \$12,000 was generated in booking fees and almost \$15,000 in electronic monitoring fees, which began in April. The uniform LOA hasn't come back signed from Local 414. They have been asked to give up the clothing allowance in 2008 and a vote needs to be taken. The Jail Food Service Addendum is decreasing costs by \$0.15/meal without changing the food. Corp Counsel has approved this Addendum. **MOTION** by Kotlowski/Loken to approve the Jail Food Service Addendum and send it to Finance Committee. MC/Unan.

The SGTS camera and lock contract service agreement went through Corp Counsel and was now on the table for Committee approval. **MOTION** by Loken/Johnson to approve the SGTS Contract Service Agreement as an approved budgeted item. MC/Unan.

Captain Beckman had a report generated by software specific for School Liaison officers to track activity, time, and problem areas by school. Captain will copy this report and put it in Committee members' mailboxes. Bills were discussed. **MOTION** by Johnson/Loken to approve the Sheriff's Department vouchers. MC/Unan.

Next meeting date will be Wednesday, January 9, 2008, at 9:00 a.m.

**MOTION** by Kotlowski/Loken to go into a short recess at 10:43 a.m. MC/Unan.

Captain Beckman gave Clerk of Court's vouchers to Committee.

At 10:47 a.m. Chair John West called the meeting back to order.

Foth Consulting returned to the meeting after examining the two bids and recommended that Committee accept the Communications Service communications system bid of \$2,850,339.00. Foth will present a formal bid analysis. **MOTION** by Kotlowski/Loken to put the resolution to County Board accepting the Communications Service bid for the communications system. MC/Unan. Foth advised it would be 16 months from time of authorization until completion of the project. Foth will have their written summary of bid tabulation and their bid analysis for the next County Board meeting.

**MOTION** by Johnson/Kotlowski to approve the Clerk of Court's vouchers. MC/Unan.

**MOTION** by Loken/Johnson to adjourn until January 9, 2008, at 9:00 a.m. MC/Unan. Meeting adjourned at 11:02 a.m.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary  
*These minutes are not yet approved by Public Safety & Judiciary Committee (12/14/07)*