

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES - January 10, 2007**

DATE: January 10, 2007                      TIME: 9:00 a.m.                      PLACE: A260  
                 Adams County Courthouse      400 Main Street                      Friendship, WI 53934

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

EXCUSED ABSENT: Harry Davis

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Corporation Counsel Kneiss, Dennis McFarlin, Terry Scheel, Nick Segina, Deb Barnes, Dee Helmrick, Jane Grabarski, Shirli Suchomel, Brent York, Jolene Orłowski, Craig Orłowski, Sam Wollin, Roberta Sindelar

1. Call to Order – At 9:08 a.m. Chair West called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Johnson, West, Loken, Kotlowski, Keckeisen present. Excused absent: Davis.
4. Approve the Agenda – **MOTION** by Kotlowski/Loken to approve the agenda for the January 10, 2007, meeting. MC/Unan.
5. Approve minutes of December 13 and December 19, 2006, meetings – **MOTION** to approve was made by Kotlowski/Loken. MC: 4 Yes; Keckeisen abstained.

**Coroner's Report-** Coroner Terry Scheel introduced himself. Nick Segina introduced himself as Chief Deputy Coroner and took the floor to explain new death recording procedures and death notification, centralizing all death information including nursing home, hospice, and assisted living facilities. The paging system is now a one-dial pager to page the coroner automatically, and every coroner call will be issued a report number by the Sheriff's Department. Sheriff's Department dispatch radio logs will record time of call and time of arrival for coroner calls. Keckeisen advised Segina and Scheel to check their budget prior to ordering pagers and see if they have to go through the MIS. Segina stated they already ordered four pagers themselves for \$115 apiece without knowing what is in the budget. Coroner is to put the new notification policy in writing and submit it for approval to Corp Counsel, then full County Board. **MOTION** by Loken/Kotlowski to approve the Coroner's report and vouchers. MC/Unan.

**Family Court Commissioner** – At 9:25 a.m. Dennis McFarlin explained filling in judging small claims court cases, adding that more courtroom space is needed now.

**Child Support** –

1. Performance measures December report was included in the Committee packet and numbers continue to be good.
2. Conferences/training: Deb reported that a Round Table is coming in Madison February 1 to discuss regional Child Support issues. Deb wants to go with Tori or Janet at the cost of meals and mileage only. **MOTION** by Johnson/Loken to approve Deb Barnes and one office worker to attend the Madison Round Table February 1, 2007. MC/Unan.
3. Office activities: Special Funds items that were approved at the last meeting have been purchased. Deb brought the documentation to Committee. Per Corp Counsel, Deb is to post her vacant position and sought Committee approval for that. **MOTION** by Loken/Johnson to approve posting the open Child Support Secretary/Receptionist full-time position. MC/Unan.
4. Line Item Change: this is not necessary now that item 3 has been taken care of. No action.
5. Payment of December 2006 bills: Deb explained "Indirect Cost Claiming" for 2006 and the necessary adjustment from 2007 cost claiming. Vouchers for Child Support were signed.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES - January 10, 2007**

**Clerk of Circuit Court** – Dee Helmrick handed Committee the Community Service Program Coordinator’s Reports. Dee explained her personnel situation and stated if she can’t fill the missing employee’s position as it is, she will need another position established. Her current 90-day LTE expires December 18 and cannot return until January 19. West suggested the Committee start creating a temporary full-time position for Clerk of Court. Jerry Kotlowski was excused at 10:02 a.m. Dee requested approval for two trainings: she and one deputy wish to attend the District County Clerk Meeting in Mauston for court processing training at no expense other than straight wages and travel. She reported a Winter Conference on Domestic Violence in Stevens Point February 14-16, 2007, the first day of which is grant-sponsored. The remaining expense would be one night’s lodging, travel, and one to two meals and Dee requested to attend with one deputy. She also requested to send her staff to a one-day Specialty Seminar at the cost of \$10.00 each plus mileage to Madison or Eau Claire. The money for these trainings is in the budget. These items were not listed on her agenda and could not be acted upon. A special Public Safety and Judiciary Committee meeting will be posted to meet before County Board on Tuesday, January 16, 2007, at 12:45 p.m. to approve these trainings. **MOTION** by Johnson/Keckeisen to approve Dee Helmrick attending Friday’s District Clerk Meeting. MC/Unan. Dee handed out the resolution approved at last month’s meeting concerning the collection agency to be contracted. Committee signed and it will be forwarded to full County Board on January 16, 2007. Clerk of Court’s vouchers were turned in.

**Register in Probate** turned in vouchers.

**District Attorney-** Vouchers were turned in.

**Emergency Government** –

1. At 10:20 a.m. Jane Grabarski reported Communication Service did the temporary repair of the communication tower on the Friendship Mound. The easement legal access – an appraiser came for a site visit for this proposal. Highway is involved as well.
2. Grant updates: \$2,580.98 was received for full coverage of the fall exercise. Radio equipment and reprogramming: reprogramming is taking place this week. 2005 equipment grant audit: an on-site audit is planned to see if we have the items that were funded.
3. The Kings Way Dam- The soil survey is good and the 6-toe drain plan is finalized and engineer approved. It has gone to the DNR for approval. Construction is slated for late winter, probably March. The water will be back up by DNR ruling, probably in spring 2007.
4. Training: CAMEO computer program three-day off-site training for Hazardous Materials is taking place January 30-31, and February 1 at Volk Field. Funding is in the budget. Grabarski requested approval to attend at travel expense only. **MOTION** by Loken/Johnson to approve the Emergency Management Director to attend the CAMEO training at Volk Field January 30-February 1, 2007. MC/Unan. NIMS/ICS: Six sessions are scheduled at MSTC locations to confirm to municipalities their 2007 NIMS/ICS requirements for them and their First Responders to remain grant-eligible. All municipality clerks received notice of these meetings.
5. Emergency Operations Plans status: September 30 is the end of the Federal fiscal year and first-half updates are due March 31; second half updates are due prior to September. This plan is to detail how we will respond to emergency situations.
6. Office activity – Jane’s photo was in a newsletter showing her testifying for the Wisconsin Emergency Fund concerning the value of its reimbursement to Adams County for the Cottonville Fire.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES - January 10, 2007**

7. Vouchers/Purchase Orders were on the table. **MOTION** by Keckeisen/Loken to approve the Emergency Government vouchers. MC/Unan.

**Sheriff's Department** At 10:30 a.m. Sheriff Renner thanked former Sheriff Sindelar for her help in getting him acquainted with the various meetings and procedures.

1. Communications – Chief July reported that the DOT responded to an inquiry about reimbursement for the drug recognition training, and no funding will be coming because the deadline had passed. This information will be forwarded to Finance Committee.
2. Animal Shelter/Animal Control reports were in Committee's packet.
3. Chief Deputy Report:
  - a. Discuss Credit Card use – Proposed forms were discussed. Prior approval by the Sheriff and Chief Deputy is now required, and receipts are required or no approval will be granted.
  - b. Copier for booking, purchase or lease – Chief July informed Committee that the copier in booking was broken and in need of over \$700 in repair. It is not covered by service contract because it is old enough that no service contract is offered by the copier company. A new copier would cost \$1,000. Chief showed how funding could be accomplished in the current budget. **MOTION** by Keckeisen/Loken to purchase a new copier for Booking and go through Liz Hendrickson for purchase. MC/Unan.
  - c. Hiring On-Call, PT, or LTE secretary – the department policy and procedure manual will require approximately 500 hours of typing and Chief July sought Committee's approval to hire help at \$11/hour for this project. **MOTION** by Loken/Johnson to approve the Sheriff to proceed with hiring LTE secretarial help for creating the policy and procedure manual as outlined. MC/Unan. This issue will go to Corp Counsel for wording and advertising.
  - d. Joint project with Highway, weight restriction enforcement on County roads – Chief July gave a report to Committee and explained that fines could reach \$20,000 for serious violations. The County needs an ordinance to adopt State Statutes for local enforcement, and then the County will get half of the fine. Six scales are needed and training is minimal and at no cost from State Patrol. At 11:15 a.m. Keckeisen requested a ten-minute recess. The meeting resumed at 11:25 a.m.
4. Jail Captain Report
  - a. Safekeeper Report was included in Committee's packet. Probation and Parole pays for probation holds in jail, and this check was deposited as Safekeeper revenue. The shower project went well and is now finished. Wood County Safekeepers are back now.
  - b. Blackberrys – Grant money could be available for PUSH technology. Captain Beckman reported it is best to have our own server for security. Keckeisen stated there will be a meeting Friday with MIS and Linda McFarlin for grant money and Captain is to get costs for proposed devices to this meeting.
  - c. Dental fees – Captain Beckman has negotiated a 10% discount with Dr. Parlante for inmate visits. Extractions are the only procedures being done.
  - d. Spillman training – The schedule is set and already underway. Captain reported that the Spillman instructors are good, and some of the staff has visited Green County to see the Spillman system there up and running.
  - e. Jail Shower report – The total shower project cost \$76,000. It was found that every shower floor was double-tiled, all of which had to be removed, and new drain work was

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES - January 10, 2007**

done outside the scope of the original proposal. All is up to code now. Huber showers will have to be evaluated in the future for the same problem.

- f. Jail operations report - Maintenance contracts are in negotiations for locks, cameras, and medical services. Quantic Architecture will be here with the space needs study January 17, 2007. Marquette County declined to purchase the old food trays, as their facility had the same problem with them as we had. They have been sent to storage for auction. Captain Beckman is holding the food service provider to the signed contract concerning the amount of food they now wish to serve. Should any cut in the amount of food occur, Consolidated Management will be held in breach of contract.
5. Accident Reports, Purchase Orders/Vouchers, Financial Reports, and Payroll/Overtime reports were all in Committee's packet. Committee Reports will be generated for next month's meeting; they were not ready due to training time constraints. **MOTION** by Loken/Keckeisen to approve the Sheriff's Department vouchers and send them to Finance. MC/Unan.
6. Set next meeting date: Wednesday, February 14, 2007, for the regular monthly meeting in Room A260, and Special Meeting date of Tuesday, January 16, 2007 at 12:45 p.m. in A231. For the next agenda: Conference and training approval on each agenda of Public Safety & Judiciary's eight committees, permanently.

**MOTION** by Loken/Keckeisen to approve vouchers for: Child Support, Clerk of Court, District Attorney, and Register in Probate and send them to Finance. MC/Unan.

At 11:57 a.m. Chief July summoned Corp Counsel to the meeting and Kevin Kneiss joined the meeting at 12:02 p.m. **MOTION** by Loken/Johnson to convene in closed session per Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session discussion of WPPA CBA Negotiations Update. Roll call vote: Johnson: Yes. Keckeisen: Yes. West: Yes. Loken: Yes. Unanimous. Roberta Sindelar, Shirli Suchomel, Craig Orłowski, Jolene Orłowski, Sam Wollin, and Brent York left the meeting, and at 12:06 p.m. the meeting closed. Mike Keckeisen was recessed from the closed session. Sheriff Renner and Chief July left the meeting from closed session. Meeting adjourned from closed session in a **MOTION** by Johnson/Loken at 12:55 p.m. Roll Call Vote/Unan.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

*These minutes are not yet approved by Public Safety & Judiciary Committee (01/17/07)*