

Public Safety & Judiciary CommitteeWednesday, June 11, 20149:00 a.m. – Conference Room A260**MINUTES**

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

Committee members present: Robert Eggebrecht, Marge Edwards, Jack Allen, Robert Grabarski, and Jerry Kotlowski

Others present: Carol Collins, Marilyn Rogers, Janis Cada, Tania Bonnett, Julie Ouellette, Kris Steffens, Janet Leja, Kathie Dye, Jane Gervais, Sam Wollin, Terry Fahrenkrug, and Becky Kirsenlohr

Motion by Kotlowski to approve the agenda, seconded by Eggebrecht. Motion carried by unanimous vote.

Motion by Eggebrecht to approve the prior meeting minutes (May 14, 2014), seconded by Grabarski. Motion carried by unanimous vote.

There was no public participation. There was no correspondence.

A brief discussion was held regarding department heads submitting monthly written reports and if department heads would need to attend meetings every month or possibly every other month. Chairman Allen would like input from the Committee and department heads. There will be further discussion throughout the meeting with department heads. Committee will also discuss at the end of the meeting.

Motion by Eggebrecht to deviate from the agenda and move agenda item #16 (Medical Examiner) before agenda item #9 (District Attorney), seconded by Edwards. Motion carried by unanimous vote.

Medical Examiner – Marilyn Rogers – Present

Rogers provided the Committee with the monthly activity report and financial report for May 2014. Rogers discussed her reports and answered the Committee's questions. Rogers stated the portable cooler is now at the Sheriff's Office impound yard and only she has a key to the cooler. Rogers feels that she would not need to be present at the meetings every month, but does like to sit in on the meetings to listen to other departments that she works closely with.

District Attorney – Tania Bonnett and Janis Cada – Present

Cada provided the Committee with the monthly financial report for May 2014. Cada stated the Community Service report for May 2014 was not available at the time of the meeting and will be presented next month. Cada explained they are over budget on their witness fee expense line due to the cost of expert witnesses on two different trials. Cada informed the Committee that Bridget Bula started today in the legal secretary position that was vacant after the resignation of Pam Parks. Bonnett introduced the Committee to Julie Ouellette. She is the summer intern in her office. Bonnett stated things are calmer in the office now that the two trials are over, but anticipates that they will be busy again in July.

Eyes of Hope Shelter—Kris Steffens—Present

Steffens provided the Committee with her monthly report for May 2014. Steffens discussed the report and there were no questions. Steffens explained that the hold boarding fees were high this month due to an abandonment case. Steffens stated the abandoned animals were covered in fleas, but in good condition. Steffens stated she received extra funding to help offset some of the payroll expenses.

Family Court Commissioner – Dennis McFarlin – Not Present

McFarlin was unable to attend the meeting.

Child Support – Janet Leja – Present

Committee was provided with the Child Support Program Overview, performance measures for May 2014, financial report for May 2014, and the Child Support Agency Customer Service Improvement Plan. Leja discussed the program overview handouts stating it explains how the agency works and what they do. Leja discussed her performance measures and there were no questions. Leja stated there was nothing unusual with the financial report. Discussion was held regarding hiring a part-time secretary in lieu of contracting with the Call Center. Leja stated that she spoke with the director of the Call Center and there will be no problem getting out of the current Call Center contract. The Call Center would like a 30-day notice of termination. Leja stated they would pay through July and the termination would be effective 7/31/14. **Motion by Edwards to allocate funds for an LTE position until the end of the year, cancel the Call Center contract effective 7/31/14, and work on getting a part-time secretary budgeted for next year, seconded by Eggebrecht. Motion carried by unanimous vote.**

Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with the monthly financial for May 2014. There were no questions. Dye stated her new employee started 5/22/14. Dye explained that when a new employee is hired the office staff is able to switch around duties. At this time, duties have been switched and they are ready to go. Dye informed the Committee of the new law regarding firearm surrender and stated her employees will be attending trainings. Dye feels there would be no need for her to be present every month for meetings.

Register in Probate – Terry Reynolds – Not Present

Reynolds was unable to attend the meeting, but did provide the Committee with her financial report for May 2014.

Emergency Management – Jane Gervais – Present

Committee was provided with the financial report for May 2014. Gervais explained there was nothing unusual. Committee questioned why the tower site on County Road F uses more electricity than the other towers. Gervais stated she will find out and report back to the Committee. Gervais updated the Committee on the Wisconsin River Power Company functional exercise that was held at the Kalahari on 6/10/14. Adams, Sauk, Juneau, and Columbia Counties all participated. Gervais stated it was a flooding scenario and that the exercise went well. Gervais reported that she, along with Tracy Hamman, inspected the communication tower sites. Gervais reported they checked the A/C, temperature gauges, bait stations, and sprayed the weeds. Gervais stated there were no generator failures and that the air conditioner fan on the County Road C tower site needed to be fixed as there was a slight leak in the line. Gervais stated she is meeting with Bug Tussel Wireless later today to go over their plan for adding the concrete to the Highway tower site on County Road F for more stability. Gervais updated the Committee that MIS is working on the wireless internet service issue at Petenwell Park. Gervais stated she was in favor of department heads submitting monthly written reports and also likes to attend the meetings to listen to other departments she works closely with.

Sheriff's Office – Sheriff Wollin and Chief Deputy Fahrenkrug – Present

Committee was provided with the monthly financial report for May 2014. Wollin explained the payroll expense lines were incorrect for law enforcement and K-9. Wollin stated corrections will be made and the report next month should reflect the correct amounts. Wollin provided the Committee with the Sheriff's Office organizational chart that was requested by Edwards. Wollin informed the Committee that he will be working with Kathie Dye and Judge Pollex to develop a process for surrendering firearms. Wollin explained the resolution to renew the contract with Correctional Healthcare Companies for jail inmate health care. Wollin stated he is happy with the contract and that their services work well for our jail. **Motion by Grabarski to approve the resolution to extend the contract with Correctional Healthcare Companies for jail inmate health care, seconded by Kotlowski. Motion carried by unanimous vote.** Fahrenkrug explained that the invoice from Mauston Veterinary was for cats that were abandoned and considered evidence so the Sheriff's Office had to pay to board them. Fahrenkrug stated he spoke to the animal control officer and will be working with him on future cases.

The Committee will convene in closed session per Wis. Stats. §19.85(1)(f), for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Discuss and/or act on potential discipline of Sheriff's Office employee. **Motion by Edwards to convene in closed session per Wis. Stats. §19.85(1)(f), seconded by Kotlowski. Voice vote: Eggebrecht-Yes, Edwards-Yes, Allen-Yes, Grabarski-Yes, and Kotlowski-Yes. Motion carried by voice vote.** Committee convened in closed session at 10:18 a.m.

The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. **Motion by Eggebrecht to reconvene in open session per Wis. Stats. §19.85 (2), seconded by Kotlowski. Voice vote: Eggebrecht-Yes, Edwards-Yes, Allen-Yes, Kotlowski-Yes, and Grabarski-Excused at 10:42 a.m. Motion carried by voice vote.** Committee reconvened in open session at 10:48 a.m.

Motion by Edwards to allow the Sheriff's Office to terminate Sgt. Mike Kroetz or accept his resignation, seconded by Eggebrecht. Voice vote: Eggebrecht-Yes, Edwards-Yes, Allen-Yes, Kotlowski-Yes, and Grabarski-Excused. Motion carried by voice vote.

Motion by Edwards to approve vouchers and monthly expense reports as presented, seconded by Kotlowski. Motion carried by unanimous vote.

Identify upcoming agenda items: None

Set next monthly meeting date as July 9, 2014 at 9:00 a.m.

Chairman Allen stated he would be willing to work with Carol Collins to develop a schedule for department head attendance at future meetings and to discuss what would be required in the monthly written reports being submitted by department heads. **Motion by Kotlowski to allow Allen and Collins to work out a schedule for future meetings and discuss department heads submitting monthly written reports, seconded by Eggebrecht. Motion carried by unanimous vote.**

Jail tour began at approximately 11:00 a.m. and concluded at 12:40 p.m. Sheriff Wollin and/or Sgt. Fennell guided the Committee as they toured the administrative offices, dispatch, Huber control, Huber locker room and dorm room, armory, evidence room, jail visiting area, nurse's station, recreation room, and POD control. Lunch was served to committee members from approximately 11:30 a.m. to 12:00 p.m.

Motion by Edwards to adjourn, seconded by Kotlowski. Motion carried by unanimous vote. Meeting adjourned at 12:42 p.m.

These minutes have been approved by Public Safety & Judiciary Committee on July 9, 2014.

Respectfully Submitted,



Robert Grabarski
Secretary