



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**April 8, 2015**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on April 8, 2015 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom - Chair  
Sue Wendt – Vice Chair  
Debra Schubert  
Michael Starshak

Others Present:

Joy Waterbury, Co Board Supervisor  
Judge Slate  
Chief Deputy Mark Putzke  
Amy Thoma, Clerk of Courts  
Sheriff Mark Podoll  
Jason Loewe, Accurate Controls  
Detective Chad Holdorf

Diane Meulemans, Corp. Counsel  
DA Andrew Christenson  
Lori Evans, Admin. Ass't to Sheriff  
Amanda Thoma, Coroner  
Tony Daley, Berlin Journal  
Bud Schubert

## **AGENDA**

*Motion/Second (Schubert/Starshak)* to approve the agenda. All Ayes. Motion carried.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by the group.

## MINUTES

Minutes from the March 11, 2015 meeting were read. *Motion/Second (Wendt/Schubert)* to approve the minutes as presented. All Ayes. Motion carried.

## PUBLIC COMMENTS

None

## APPEARANCES/PUBLIC COLLECTIONS

Detective Chad Holdorf appeared and presented the committee with information on credit card fraud specifically reporting on recent fraudulent use of the County's Credit Card. The Committee was very appreciative and thanked Chad for his presentation.

## CORRESPONDENCE

Thank you from John de Montmollin, 4-H Youth Development Educator – UW Extension to Sgt. Jeff Kiener for his recent presentation to the tractor safety class. Great information was shared.

Thank you from Elizabeth Clewien via an ad in the paper involving Communications Officer Charlene Novak for the great help she received after the fall she took in her driveway.

Thank you from Donald Huybers to Officer Dustan Thompson, that came with a payment attached to a speeding citation, that Deputy Thompson was very nice and professional.

## PURCHASE REQUESTS

Jason Loewe from Accurate controls gave the Committee some insight and answered questions regarding the jail intercom and paging system.

Request from the Sheriff's Office for updates to the Telecor intercom and paging system in the jail. The current intercom and paging system in the jail will no longer be supported by Telecor; therefore parts will soon be no longer available. Accurate Controls sole vendor for jail electronics. Accurate Controls for \$33,850.00. Account number 15-101-09-52700- 999-008. The Committee approved this purchase but would like further information on a longer warranty for it.

Request from the Sheriff's Office for the purchase of a drug dog. Max, our current drug dog has serious health issues and needs to be replaced. North Iowa K-9 for \$6000.00, Steinig Tal Kennel for \$7,500 to \$8,000 depending on the dog that is chosen. This purchase is solely financed by donations. Account number:

15-101-09-52720- 999-000.

Request from the Sheriff's Office for the purchase of 2 squad car K-9 cages. Max, our current drug dog has serious health issues and will be retiring. Our new drug dogs will be paired up with the Patrol Deputies. Therefore cages are needed for their squads. Havey Communications \$2,612.72, Fleet Safety Equipment \$2,794.95. Account number 15-101-09-52720- 999-000. This purchase is solely financed by donations

Request from the Sheriff's Office for the purchase of a squad car cage for our new squad as the old one does not fit. Havey Communications \$1,790.00, Fleet Safety Equipment \$1,830.10. Account number 15-101-09-52150-810-003.

Request from the Sheriff's Office for the purchase of a replacement of the deteriorated pier in Dartford Bay on Big Green Lake next to the shore station for the big boat. This purchase will be reimbursed from the DNR at approximately 68%. Bids: Cove Marine \$3,193.14; Shoreline - \$4,706.00. Account number 15-101-09-52150- 999-001.

***Motion/Second (Wendt/Schubert)*** to approve all of the above purchases and forward them on accordingly. Three Ayes, one nay – (Starshak) to the aluminum pier only, he prefers wood. Motion carried.

## COURTROOM AUDIO

The Judge brought up concerns for repair of the Courtroom audio system. He is not asking the Committee to take action at this time, he is requesting their input. There are not enough funds in his budget for this. He would like to suggest that funds saved from not filling the current Register in Probate position be used to fund this. The committee agreed that repairs should be made but were not in favor of using wages to fund it. There is an undesignated county wide fund that they would rather see used. They requested that the Judge get bids for the project and bring them back to the next meeting.

## ASSISTANT REGISTER IN PROBATE/ CLERK OF COURTS POSITION

Clerk of Circuit Court, Amy Thoma, reported that she had taken the combined request for an Assistant Register in Probate/Clerk of Courts position to Personnel and there was still some confusion, but they allowed her to advertise the position. There are 55 applicants. She and Clerk Bostelmann will be interviewing the candidates and will bring the finalists back to next month's meeting. Corporation Counsel reported that it will not be necessary to have this new position created by resolution until the trial period has been completed. The process for filling vacancies form was in the packet. This person would report to the Clerk of Circuit Court and

will work 20 hours in the Clerk of Court's Office and 20 hours in the Circuit Court Office.

*Motion/Second (Starshak/Schubert)* to approve the filling of a full-time benefited position of Assistant Register in Probate/Deputy Court Records Clerk, funded 50% from the Clerk of Courts budget and 50% from the Circuit Court budget. All Ayes. Motion carried.

## **FILL VACANT POSITION IN THE CLERK OF COURTS OFFICE**

Clerk of Circuit Court Amy Thoma reported that her part-time Clerk was offered a position closer to home and has resigned. She is respectfully asking the committee for permission to refill this position.

*Motion/Second (Starshak/Wendt)* to approve the filling of a part-time Court Records Clerk and take the request on to the Personnel Committee. All Ayes. Motion carried.

## **RESOLUTIONS/ORDINANCES, EXOTIC/ANIMAL ORDINANCE PROPOSAL**

No action at this time as the Corporation Counsel has resigned.

## **VOLUNTARY UNPAID LEAVE REQUESTS**

None

## **DEPARTMENT COMMENTS**

Chief Deputy Putzke explained the dead deer disposal process. He also reported that the Sheriff's Office saw a substantial savings on the cost of the staff CPR/AED classes thanks to the help of the County Nurses Office and Matt Wolff, Berlin EMS Instructor.

Coroner Amanda Thoma reported that she has an intern who has been helping her go through old files. They are destroying old records. Deaths by suicide, homicide and motor vehicle accidents are being retained.

Judge Slate reported that he found a defibrillator in storage. It needs a battery. The Bar Association is willing to take up donations for a battery and cabinet to put the unit in. He will be asking P&I for approval for installation and he will be getting the Clerk of Courts Office and his staff trained in its use.

Clerk of Courts Amy Thoma reported that next week a week long jury is scheduled. At one time during the week there will be three judges in the building. One of them will be using the County Board room. The Clerk of Courts and both of her current employees will be in Court; therefore the Register in Probate/Judicial Assistant will be answering their phones.

The DA had nothing to report.

The Committee thanked Corporation Counsel, Diane Meulemans for her services and wished her well in her new position.

**TRAINING**

*Motion/Second (Wendt/Schubert)* to approve the training requests for the Sheriff that were in the packet. All Ayes. Motion carried.

**PAY FOR PERFORMANCE**

None

**BUDGET ADJUSTMENTS**

None

**DRUG COURT BUDGET**

The Judge reported that the Drug Court received a grant that covered a portion of the costs for training that some of our County employees attended. He asked the Committee for approval to establish a revenue and expenditure account for the Drug Court Program, separate from his budget. *Motion/Second (Wendt/Starshak)* to approve the establishment of revenue and expenditure account for the Drug Court Program and send it on to Finance for approval. All Ayes. Motion carried.

**MONTHLY SHERIFF REPORTS AND EXPENSE AND REVENUE MONTHLY REPORTS**

*Motion/Second (Starshak/Wendt)* to approve the monthly Sheriff's Office Reports and to approve the monthly Revenue and Expense Reports. All Ayes. Motion carried.

**MONTHLY VOUCHERS**

The committee reviewed and signed the monthly claims for payment dated April 8, 2015 for the following offices in the following amounts:

Child Support:	\$	346.75
Clerk of Circuit Court:	\$	4,882.37
Coroner:	\$	3,127.81
District Attorney:	\$	423.10
Emergency Management	\$	3,650.77

Judge-Circuit Court: \$ 11,151.23

Sheriff's Office: \$ 65,491.86

*Motion/Second (Schubert/Starshak)* to approve all of the above claims. All Ayes, Motion carried.

The committee reviewed and signed the monthly claim for 2015 for the payment dated April 8, 2015 for the following office in the following amount:

Clerk of Courts: \$ 50.00 (For Sue Wendt)

*Motion/Second (Starshak/Schubert)* to approve the claim for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried.

## LEXIPOL

No new policies this month. The Chief Deputy is working on several facets of it as well as on CART. There was a conversion to an updated version since the last meeting and it went flawlessly.

## COMMITTEE DISCUSSION

None

## NEXT MEETING DATE

The next meeting is set for May 13, 2015 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Agenda items for discussion – Warranty on Intercom/Paging System, quotes for the Circuit Court audio system and interviews for the new combined position of Assistant Register in Probate/Deputy Court Records Clerk.

## ADJOURN

*Motion/Second (Schubert/Starshak)* to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:44 p.m.

Respectfully submitted,  
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff