



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**March 13, 2013**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on March 13, 2013 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, Chairman  
Debra Schubert, Vice-Chairman  
Sue Wendt  
Michael Starshak

Others Present:

Mark A. Podoll, Sheriff  
Terry Stellmacher, CSA  
Sue Krueger, Clerk of Circuit Court  
Tony Daly, Berlin Journal Papers

Lori Evans, Admin. Asst. Sheriff  
Judge Slate  
Dan Hurst, Corporation Counsel

## **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 February 13, 2013 Judicial and Law Enforcement Committee meetings were included in the packet. *Motion/Second (Schubert/Wendt)* to approve the minutes as presented. All Ayes. Motion carried.

## **PUBLIC COMMENTS**

None

## **APPEARANCES**

None

## **APPEARANCES – PUBLIC COLLECTIONS**

None

## **CORRESPONDENCE**

Letter from Sheriff Grady Hartman of Oneida County commending the professionalism of Deputy Jason Preuss in the part he played in conducting a traffic stop involving a burglary suspect from their county.

Letter from WI DOJ awarding the Sheriff's Office \$5,120 for 24-hr recertification training.

Letter and audit report from WI DNR for the 2012 Boat Patrol Season. The justified amount of the audit proved to be \$23,750.79 of which up to 75% of the claim could be reimbursed. The actual percentage is computed by dividing the total approved claims into the amount of money the DNR has for Water Patrol Funding. The audit was very well organized with a big THANK YOU to Bev Zick for her fine organizational skills.

## **PURCHASE REQUESTS**

*Motion/Second (Schubert/Starshak)* for approval of the purchase request for Legal Research Materials to be divided between the Corporation Counsel Office, account number 13-100-03-51320-309-000 and Circuit Court Judge from account number 13-100-02-51220-327-000. All Ayes. Motion carried.

## **COURTROOM UPGRADE COMMITTED FUNDS**

Enclosed in the packet was a copy of the October 19, 2012 letter in which Judge Slate explained the need to create a committed fund account for Circuit Court upgrades. He did not realize that in February, 2013 he needed to come back to the Committee to ask for the funds to be carried over into that account. He explained the need for the funds being that the jury room tables are not large enough to adequately seat a 12 person jury and their alternates. *Motion/Second (Wendt/Schubert)* that the \$14,148.00 in committed funds for Circuit Court Upgrades from 2012 be transferred into committed funds for Circuit Court upgrades for 2013.

## RESOLUTIONS AND ORDINANCES

None

## VOLUNTARY UNPAID LEAVE REQUESTS

None

## DEPARTMENT COMMENTS

Coroner Strey asked that her apologies be passed on; she could not attend the meeting due to illness.

Sheriff Podoll reported on the many recent snow storms we have had, the most significant being that during one shift , 23 road related incidents were reported from crashes to slide-offs. He noted that a number of in-house training sessions have occurred recently. He also reported that his office in cooperation with local schools and businesses are continuing to work on lockdown policies.

Sheriff Podoll announced that Corrections Sergeant Liz Pflum has turned in her resignation. Liz is going back to school full-time to become a nurse. In the interim, until a replacement can be hired, a LTE Corrections Sergeant position has been created with the consent of the Sheriff, Judicial/Law Enforcement Committee Chairman, Gene Thom and Marge Bostelmann County Administrator. Liz accepted this position at the same rate of pay with no benefits. The Committee agreed with this solution. The Sheriff will keep the Committee apprised of the hiring and training process. He believes this process will take several months.

## JOB DESCRIPTIONS

The job description for Sergeant of Corrections was reviewed. *Motion/Second (Wendt/Schubert)* to approve the Sergeant of Corrections job description and send it on to Personnel. All Ayes. Motion carried.

## POLICIES AND PROCEDURES

None

**TRAINING**

*Motion/Second (Schubert/Starshak)* to approve training requests for the Register in Probate that was distributed at the meeting and for the Sheriff’s Office and Child Support that were included in the packet with the deletion of the paragraph in the Child Support letter giving blanket approval for all Child Support employees to attend any State sponsored trainings and/or meetings that come up throughout the year. All ayes. Motion carried.

**BUDGET ADJUSTMENTS**

None

**EXPENSE AND REVENUE REPORTS**

*Motion/Second (Starshak/Wendt)* to approve the Expense and Revenue Monthly Reports. All Ayes. Motion carried.

**MONTHLY SHERIFF REPORTS**

*Motion/Second (Schubert/Starshak)* to approve the Monthly Sheriff Reports. All Ayes. Motion carried.

**MONTHLY VOUCHERS**

The committee reviewed and signed the monthly claims for payment dated March 13, 2013 for the following offices in the following amounts:

Child Support:	\$	2,748.79
Clerk of Circuit Court:	\$	3,695.28
Coroner:	\$	1,494.73
District Attorney:	\$	1,313.00
Emergency Management	\$	0
Judge-Circuit Court:	\$	4,425.02
Sheriff’s Office:	\$	71,249.95

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

The committee reviewed and signed the monthly claim for the payment dated March 13, 2013 for the following offices in the following amounts:

Clerk of Courts:                 \$     73.13   (For Sue Wendt)

*Motion/Second (Schubert/Starshak)* to approve all the above claims. Roll call vote: Schubert-Aye; Wendt-Abstain, Starshak-Aye, Thom-Aye. Motion carried.

<b>CLOSED SESSION</b>
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None

<b>COMMITTEE DISCUSSION</b>
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None

<b>NEXT MEETING DATE</b>
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Next regular meeting set for Wednesday, April 10, 2013 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

<b>ADJOURN</b>
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*Motion/Second (Schubert/Wendt)* to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff