



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**May 13, 2015**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on May 13, 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:

Dan Sondalle, Corp. Counsel  
Sheriff Mark Podoll  
Tony Daley, Berlin Journal  
Amanda Thoma, Coroner

Terri Stellmacher, CSA  
Lori Evans, Admin. Ass't to Sheriff  
Amy Thoma, Clerk of Courts

## **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 April 8, 2015 meeting were read. *Motion/Second (Wendt/Starshak)* to approve the minutes as presented. All Ayes. Motion carried.

## **PUBLIC COMMENTS**

None

## **APPEARANCES INCLUDING PUBLIC COLLECTIONS**

None

## **CORRESPONDENCE**

Thank you from Sherry Millatte, Health Instructor, Berlin Middle School to Jeanne Thuene, Child Support for the great information she shared in her presentation to the Health classes at the Berlin Middle School recently. She also included a very nice article by one of the students that was printed in the Berlin Journal.

Thank you from Green Lake Greenways for our involvement in the education of safe biking and walking that was held recently.

Thank you from Joel Strahota of the Grand River Fire District for our part in the warm zone/rescue team training on April 14. They are happy that the County has taken the initiative to be proactive. They also complimented the professionalism our members showed.

Thank you from Colleen Guderski to all of our officers for what they do and for the risks they take on a daily basis to keep us safe.

Letter from WI DNR awarding us \$18,665.21 for Boat Enforcement Patrol in 2014. They also stated that the work we do to ensure the safety of all Wisconsin citizens and tourists who enjoy our waterways by boat is appreciated. Mr. Starshak requested further information as to the amount that was applied for.

Letter from Judge Slate informing the committee that he would be unable to attend the meeting as he would be out of the area at a training session. He informed the committee that he was in the process of getting bids for the audio in Courtroom I and that he will update them in June on what he finds out.

Letter from Judge Slate informing them that on May 15, 2015 he will be appointing Samantha Calabresa as the next Register in Probate for the County. As of that date Amy Thoma will no longer be serving in that capacity.

## **VOLUNTEER RECOGNITION**

Sheriff Podoll explained to the Committee the immense amount of work volunteers perform for us and expressed his appreciation for all that they do. He requested that the Committee approve payment not to exceed \$66.00 towards an appreciation

luncheon for the volunteers. *Motion/Second (Starshak/Schubert)* to approve to spend up to \$66.00 for a luncheon for the Sheriff's Front Office volunteers. Three Ayes, Wendt Abstained. Motion carried.

**PURCHASE REQUESTS**

Warranty Information on Intercom and Paging System was in the packet. The cost for an extended warrant is \$1,020 per year. *Motion/Second (Schubert/Starshak)* to approve purchase of the extended warranty for three years. All Ayes. Motion carried.

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

No action at this time. Corp. Counsel Sondalle reported that he and the Chief Deputy met last week regarding this. They are still working on it.

**VOLUNTARY UNPAID LEAVE REQUESTS**

None

**COURTROOM UPGRADES**

Will be put on the agenda for next month.

**DEPARTMENT RELATED COMMENTS**

Child Support: Terri Stellmacher gave kudos to Jeanne Theune for the great job she is doing with her presentations in the schools.

Clerk of Courts: Amy Thoma reported that 20 to 25 people have applied for the part-time position that is open in her office. She will be bringing the final candidates to the June meeting.

Circuit Court/Register in Probate: The Judge is at a seminar and was unable to attend today's meeting.

District Attorney: The District Attorney as also at a seminar and was unable to attend today's meeting.

Coroner: Coroner Amanda Thoma thanked the Committee for allowing her and Jenna to attend the WCMEA convention. There were a number of great presentations. She informed the Committee that she was informed that Wisconsin is trying to implement that all Coroner's and ME's be death certified and be required to

maintain their certification. She also reported that she is initiating a Child Fatality Review Team in an effort to educate people and try to prevent child deaths.

Emergency Management: No appearance.

Sheriff's Office: Sheriff Podoll reported that on April 16<sup>th</sup> we had a tornado drill that went fine. Also on that day, he reported that a man was found on CTH KK slumped over the wheel with a needle sticking out of his arm and was foaming from his mouth. He was no longer there when we arrived. He had moved to CTH K where he was arrested on a number of drug charges.

On April 17 a lost turkey hunter was found in the marsh, everything turned out well. It was also County Government day. The students did a great job.

On April 23 we had a man with a gun on STH 73 that took a person hostage. There was a three hour standoff, with assistance from Marquette and Waushara County Sheriff's Offices and the State Patrol. The matter was resolved without serious injury and the man was taken into custody.

On April 24<sup>th</sup> there was a drug interdiction between 2 p.m. and 6 p.m. There were 78 stops, at one time, there were 4 stops occurring at the same time. Arrests were made for drugs, OWI, speeding and seat belt violations.

Other events during the month included helping the City of Green Lake on a substantial battery case, hosting the State DNR training at the Heidel House, updating the Command Truck – Bill and Deb from IT did an outstanding job helping on that project. They took the truck to the SIMCOM drill in Winnebago County and everything went very well.

There was a 1500 gallon manure spill wherein the vehicle should not even have been on the road. There was also a fatality on STH 44 near Lakeview Road involving a semi hauling crated gallons of milk. The highway was closed from 5:30 p.m. to 2:00 a.m. The 82 year old driver was flighted out but did not survive.

Next week we are hosting the Badger State Sheriff's Association leadership training session at the Heidel House. There are 175 registered to attend. The focus of the training is for Sheriff's and high level managers from their departments.

## **TRAINING**

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

## **INCREASE IN CORONER'S FEES**

There was a letter in the packet from Coroner Amanda Thoma. She was present and explained the need to raise fees in her Department. The last time cremation permits were raised was in 2008. Effective date for the change would be September 1, 2015. *Motion/Second (Starshak/Wendt)* to have a resolution drafted and brought back to next month's meeting with the fees as follows: Death Certificate Signing- \$60.00, Cremation Permit - \$160.00 and Disinterment - \$100.00 All ayes. Motion carried. The Coroner would also like to list that call fees are \$65.00 so that everything is listed on one resolution. *Motion/Second (Starshak/Wendt)* to also list the call fees on the resolution. All Ayes. Motion carried.

## **JOB DESCRIPTIONS**

Job descriptions for the Corrections Administrator, Corrections Lieutenant, Corrections Sergeant and Front Office Clerk were presented. *Motion/Second (Wendt/Schubert)* to approve the job descriptions as submitted. All Ayes. Motion carried.

## **FILL UPCOMING VACANTY IN SHERIFF'S OFFICE**

The Sheriff announced that Clerk Beverly Zick has submitted her retirement effective in September. He presented the four step form for filling her vacancy, along with her job description. *Motion/Second (Wendt/Starshak)* to approve filling the anticipated Clerk's vacancy in the Sheriff's Office and send it on to Personnel. All Ayes. Motion carried.

## **BUDGET ADJUSTMENTS**

None

## **MONTHLY SHERIFF REPORTS**

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

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

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

## MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated May 13, 2015 for the following offices in the following amounts:

Child Support:	\$	704.34
Clerk of Circuit Court:	\$	11,225.84
Coroner:	\$	3,162.70
District Attorney:	\$	4,838.13
Emergency Management	\$	317.40
Judge-Circuit Court:	\$	6,969.72
Sheriff's Office:	\$	102,951.67

**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 May 13, 2015 for the following office in the following amount:

Clerk of Courts:	\$	136.48	(For Sue Wendt)
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**Motion/Second (Schubert/Starshak)** to approve the claim for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried.

## LEXIPOL

Lexipol policy Number 1022 – Seat Belts and Lexipol policy 1062 – Locker Rooms were e-mailed to the Committee. **Motion/Second (Starshak/No second)** to approve the Lexipol policies. No second. Motion died for lack of a second. The Committee wishes to discuss these policies further. They are to be placed on next month's agenda.

## MOVE INTO CLOSED SESSION

Corporation Counsel Dan Sondalle excused himself from the meeting as he had to leave for a Highway Committee meeting. **Motion/second (Schubert/Starshak)** to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to interviews for Court/ Clerk of Court position and Part-time Corrections Officer Position and Promotional Wages in the Sheriff's Office. Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 5:24 p.m.

## RECONVENE INTO OPEN SESSION

*Motion/second (Schubert/Wendt)* to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Thom-Aye, Wendt-Aye. Four Ayes. No Nays. Motion carried. Moved into open session at 6:15 p.m.

## RECONVENE INTO OPEN SESSION

*Motion/Second (Starshak/Wendt)* to recommend to personnel regarding pay, that when a person is advanced in position within their own Department, they receive the level of pay in the new pay grade that is closest, yet exceeds, their current pay. All Ayes. Motion carried.

The Committee requests that in the future, when there are interviews, a job description for the open position be made available to them at the time of the interview.

Interviews were held for the open Part-time Male Corrections Officer position both Charles Engel and Jesse Tipton are qualified applicants. The Sheriff will make the decision as to who he chooses to fill the position and advise the Committee of his decision.

Interviews were held for the open Court/Clerk of Court position. Trina West was chosen to fill the position.

*Motion/Second (Starshak/Schubert)* requesting the Personnel Committee review the base wage and qualifications for the Register in Probate job description and adjust pay accordingly. Further, that in any advertisement for any position, it contain the disclaimer that “Pay will be commensurate with qualifications” All Ayes. Motion carried.

## COMMITTEE DISCUSSION

None

## NEXT MEETING DATE

The next meeting is set for June 10, 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 – Coroner fee resolution, Courtroom upgrades and Lexipol policies.

## ADJOURN

*Motion/Second (Schubert/Starshak)* to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff