



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**December 12, 2012**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on December 12, 2012 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:

Tammy Eisenga, Register in Probate  
Mark Putzke, Chief Deputy  
Judge Slate  
Sue Krueger, Clerk of Circuit Court  
Jack Meyers, County Board Chair

Lori Evans, Admin. Asst. Sheriff  
Kyle Sargent, DA  
Darlene Strey, Coroner  
Dan Sondalle, Acting Corp. Counsel  
Tony Daly, Berlin Journal Papers

## AGENDA

*Motion/Second (Wendt/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 November 14, 2012 Judicial and Law Enforcement Committee meetings were included in the packet. *Motion/Second (Schubert/Wendt)* to approve the minutes as read. All Ayes. Motion carried.

## **PUBLIC COMMENTS**

None

## **APPEARANCES**

None

## **APPEARANCES – PUBLIC COLLECTIONS**

None

## **CORRESPONDENCE**

Letter from the Fond du Lac County Medical Examiner's Office announcing a fee increase for 2013.

Letter from Gary Podoll, Emergency Management Director advising that the Green Lake County All Hazard Mitigation Plan has been officially approved by FEMA.

The Becky Young Community Corrections Recidivism Reduction FY12 Report including a section about the Green Lake County Correctional Facility.

A letter to the Sheriff from Edward Wall, Secretary of the Wisconsin DOC stating that Green Lake County will be receiving \$45,468.40 for housing probation and/or parole inmates between July 1, 2011 and June 30, 2012.

A thank you to the Sheriff for bringing Detective Ward and Max to be part of the training day at the Farmers State bank. Gift card that was enclosed will be used towards the volunteer appreciation luncheon.

Information from the County Clerk's Office regarding County Parks Grants.

Note of appreciation from Deputy Ray Colhouer to the Correctional Administration giving praise to Correctional Officers Jes Walker and Heidi Reihbandt in going out of their way to help him in an arrest he had recently that involved INS and deportation.

## **PURCHASE REQUESTS**

None

## **VOLUNTARY UNPAID LEAVE REQUESTS**

None

## DEPARTMENT COMMENTS

Chief Deputy Putzke presented a plaque given to us by the State of Wisconsin Bureau of Transportation Safety for our commitment to the Sober or Get Pulled Over Program.

Chief Deputy Putzke apologized for the Sheriff's absence; he was at a Badger State Sheriff's meeting.

The Chief Deputy reported to the Committee that we have signed an amendment to the Jail Inmate Medical contract which saves us \$5.39 per hour when an LPN is used rather than an RN. He also reported that he has been working with the Maintenance Department on getting the heating issues resolved in the office areas of the Sheriff's Office. He reported that Gelhar Sand on CTH A in the southern portion of the County is considering opening another mine in Waupaca County. There has been some opposition to this. A meeting had been set for some officials from Waupaca County to tour the Green Lake County facility and it was anticipated that this would draw an assembly of anywhere from 15 to 100 people. A plan was put in place for this event. The event was canceled, but is anticipated to happen in the future. The plan is in place and ready to be used if it becomes necessary.

The only other Department Head to report was Sue Krueger, Clerk of Circuit Court. She stated that the Guardian Ad Litem account is \$13,000 over thus far this year and is anticipated to go higher. She also reported that her part-timer has started, things are going well, but much training will be needed for the two new employees.

## POLICIES AND PROCEDURES

A copy of the Green Lake County Sheriff's Officer Personnel Policies and Procedures which was included in the packet was discussed. This needed to be updated due to changes being made on the County level as a result of the passage of the State of Wisconsin Act 10. *Motion/Second (Schubert/Wendt)* to approve the Sheriff's Office Personnel Policies and Procedures and send them on to Personnel. All Ayes. Motion carried.

## APPROVE CORONER'S POLICIES AND PROCEDURES

A copy of the Coroner's Office Policy and Procedures which had been disbursed at the October meeting was discussed. *Motion/Second (Wendt/Schubert)* to approve the Coroner's Office Policies and Procedures with the correction under the penalty section where it states anyone not complying with this policy should read any one not complying with Statute 971.09. All Ayes. Motion carried.

## TRAINING

*Motion/Second (Schubert/Starshak)* to approve Sheriff's Office training requests for Detective Chad Holdorf for the 2013 Wisconsin Tactical EMS Summit in February in Wisconsin Dells and for Lt. Gerth to attend the NIC Frontline Response to Mental Illness in Corrections in Colorado in January 2013 with approval of the County Board. All Ayes. Motion carried.

## 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.

## COMMITTED FUNDS FOR 2013 AS REQUIRED BY GASB #54 RESOLUTION

The final resolution was included in the packet as requested by the Committee. No questions. *Motion/Second (Schubert/Wendt)* to accept the resolution. All Ayes. Motion carried.

## CELL PHONES BY CORONER'S OFFICE

Included in the packet was a letter from Clerk Bostelmann recommending Shari Wahlers be reimbursed for County costs incurred on her personal cell phone and that the County furnish three cell phones. *Motion/Second (Wendt/Starshak)* that 3 cell phone plans with phones be purchased for the Coroner's Office Deputies with the costs coming from the Coroner's phone budget. All Ayes. Motion carried. Shari Wahlers payment was approved in the vouchers.

## MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated December 12, 2012 for the following offices in the following amounts:

Child Support:	\$	404.00
Clerk of Circuit Court:	\$	6,934.58

Coroner: \$ 1,004.92  
District Attorney: \$ 13,470.06  
Emergency Management \$ 20,900.25  
Judge-Circuit Court: \$ 4,806.52  
Sheriff's Office: \$ 41,260.50

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

The committee reviewed and signed the monthly claim for payment dated December 12, 2012 for the following offices in the following amounts:

Clerk of Courts: \$ 50.00 (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.

## CLOSED SESSION

**Motion/second (Wendt/Schubert)** 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. Communications/Corrections/MCA Interviews and Evaluations. Roll call vote: Starshak-Aye, Thom-Aye, Wendt-Aye, Schubert Aye. All Ayes. No Nays. Motion carried. Moved into closed session at 5:04 p.m.

## RECONVENE INTO OPEN SESSION

**Motion/second (Starshak/Schubert)** to move into open session Roll call vote: Starshak-Aye, Thom-Aye, Wendt-Aye, Schubert Aye. All Ayes. No Nays. Motion carried. Moved into open session at 5:54 p.m.

## ANNOUNCE FINDINGS OF CLOSED SESSION

**Motion/second (Schubert/Wendt)** to approve the evaluations from the Sheriff's Office for Communications Officers Laura Nelson and Sheila Pulice and Clerk Matron's Bev Zick and Denice Oft and forward them to their personnel files. All Ayes. Motion carried.

Six candidates were interviewed for the Sheriff's Office Communications/Corrections and/or Master Control Aide hiring and eligibility list. **Motion/second (Wendt/Schubert)** to allow Sheriff Podoll to select whichever candidates he desires for those positions. All Ayes. Motion carried.

**COMMITTEE DISCUSSION**

None

**NEXT MEETING DATE**

Next regular meeting set for Wednesday, January 9, 2013 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

**ADJOURN**

*Motion/Second (Schubert/Starshak)* to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff