



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

November 16, 2011

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Vice-Chair Deb Schubert at 4:30 PM on November 16, 2011 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI.

Roll Call:

Present: Debra Schubert, Vice-Chairman  
John Zelenski  
John Gende

Absent: Gene Thom, Chairman

Others Present:

Mark Podoll, Sheriff	Darlene Strey, Coroner
Mark Putzke, Chief Deputy GLSO	Lori Evans, Admin. Asst. Sheriff
Kyle Sargent, DA	Sue Krueger, Clerk of Circuit Court
Judge Slate	Tami Eisenga, Register in Probate
Tony Daly, Berlin Journal Newspapers	Jeff Hayes, Ass't Corp. Counsel

Schubert stated that the requirements of the open meeting law were certified as being met.

## AGENDA

*Motion/Second (Gende/Zelenski)* to approve the agenda. All Ayes. Motion carried.

## MINUTES

Minutes from the October 12, 2011 Judicial and Law Enforcement Committee meetings were included in the packet. *Motion/Second (Zelenski/Gende)* to approve the minutes. All Ayes. Motion carried.

## **PUBLIC COMMENTS**

None

## **APPEARANCES**

None

## **CORRESPONDENCE**

Thank you to Lt. Joel Gerth for his contribution to the 2011 Green Lake County Fair through the Community Service Workers Program from Jason Kauffeld, UWWEX Community Development Educator. Ms. Schubert also extended her thanks on behalf of the Committee to Lt. Gerth for his help in organizing the Community Service workers. His efforts are greatly appreciated.

Thank you to Sgt. Jeff Kiener and Deputy Matt Vande Kolk for the great job they did on the Concealed Carry Training they put on for County wide EMS from Dee Evans, Director, Berlin EMS.

## **CORONER'S CONVENTION VOUCHERS FROM OCTOBER**

The Committee members asked Coroner Strey a number of questions about the annual Coroner's Convention that she and Bill Smith recently attended. Discussion was held on the possibility of taking a different Departments vehicle to conventions and on reimbursement for the convention expenses.

**Motion/Second (Gende/Schubert)** to approve the mileage for calls, but not for mileage or expenses related to the convention. Roll call vote; Gende – Aye, Schubert-Aye; Zelenski-Nay; 2 Ayes. 1 Nay. Motion carried.

The Committee requested that in the future, when Amanda Thoma goes to training she report back to the Committee on that training. They also asked the Coroner to advise Amanda that future training expenses will only be paid at 50% for her as she also works part-time for the Winnebago County Coroner's Office and the Committee feels that Winnebago County should pay one half of the costs.

## **OUTSIDE INVESTIGATION COSTS**

The Sheriff's Office received a bill from the City of Ripon in the sum of \$395.85 for services rendered in one of the many Green Lake County Meetings violations investigations received by the Sheriff's Office over the past several months. Investigations such as these are not handled within Departments and are normally done in even exchange for investigations needed by other Departments. However due to the volume of investigations Green Lake County has had, the gratis investigations been maxed out. **Motion/Second (Gende/Zelenski)** to forward the bill on to the Finance Committee to address. All Ayes. Motion carried.

## DEPARTMENT COMMENTS

Kyle Sargent introduced himself as the new Green Lake County District Attorney. He was appointed by the Governor upon the resignation of Winn Colins who took a position in the State Attorney General's Office. Kyle started on November 14. The Committee welcomed him and congratulated him on his new position.

Judge Slate explained the purchase of microwaves for the jury rooms.

The Sheriff reported that the Department was rather overwhelmed with calls due to the recent early snowstorm. There was a roll-over accident on the west end of the bridge on STH 23 just west of the intersection of STH 49 at which a chemical spill occurred. This caused the road to be closed for 2 days. The Sheriff also reported that we have been assisting a number of agencies on child abuse cases recently.

## VOLUNTARY UNPAID LEAVE REQUEST

*Motion/Second (Zelenski/Gende)* to approve a request from Amy Sobieski of the Clerk of Circuit Court's Office for a voluntary unpaid leave day on November 18, 2011. All Ayes. Motion carried.

## RESOLUTIONS/ORDINANCES

Judge Slate appeared regarding the Ordinance Relating to Amending the Code of Green Lake County, Chapter 192, Peace and Good Order, Prohibited Acts concerning Conceal Carry. He requested that the Committee table action on this resolution until next month. *Motion/Second (Gende/Zelenski)* to table action on the CCW Ordinance until next month. All Ayes. Motion carried.

## PORTABLE COMPUTER – JUDGE SLATE

Judge Slate requested permission to be able to purchase a laptop type computer (PC, Notebook, Tablet) from his Department funds during the upcoming holiday shopping season sales. This computer will be used by him in an effort to eliminate the need to carry files to other County's when he presides in Court there or home when he needs to review cases, for reference, for scheduling and for Probable Cause Statements. He has approval from both our IT Department and the State for such a purchase. Purchase price will not exceed the amount available in his budgeted group. The Committee advised the Judge to take his request to the Finance Committee on November 23.

## PURCHASE REQUESTS

Sheriff's Office – (2) Suppressors for sniper weapons. TMK Arms - \$495.00 each; Nelson Tactical \$559.99 each; Precision Sports \$600.00 each. Account Number 01-101-09-52150-999-003.

Sheriff's Office – requests the following purchases to replace the Drug Unit Laptop which is over 10 years old, and purchase a laptop and printer for the Detective Division for general use and Layered Voice Analysis use. Quotes are as follows: (2) Laptop Computers – CDW-G, State Bid - \$802.70 each; (2) Microsoft Office Professional Plus 2010 Licenses – SHI, State Bid - \$329.84 each; (1) Printer – CDW-G, State Bid - \$225.24. All purchases from account number 01-101-09-52100-999-006.

*Motion/second (Zelenski/Gende)* to allow purchases of all of the above and send the laptops on to P&I for further approval. All Ayes. Motion carried.

## POLICIES AND PROCEDURES

None

## COMMITTED/RESTRICTED FUNDS

Discussion was held on GASB 54. The Committee approved the following funds be established and be forwarded on to the Finance Committee for approval and be included in the December County Board Resolution relating to Committed and Restricted funds for 2012 as required by GASB 54.

### Restricted Funds

Inmate Canteen  
Jail Assessment  
Asset Forfeiture

### Committed Funds

Boat and Snowmobile  
Squad and Squad Equipment  
CTU Replacement Vehicle and E equipment  
Anti-Drug Program  
Jail Capital Equipment  
Jail Salaries (one year account for MCA Program)  
Inmate Recidivism Reduction Program  
Crime Prevention

## EXPENSE AND REVENUE MONTHLY REPORTS

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

## MONTHLY SHERIFF REPORTS

The monthly Sheriff's Office reports were approved as presented.

No action needed.

## MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated November 16, 2011 for the following offices in the following budgets:

Child Support:	\$ 1,338.14
Clerk of Courts:	\$ 2,525.21
Coroner:	\$ 1,438.55
District Attorney:	\$ 1,250.74
Emergency Management	\$ 2,681.00
Judge-Circuit Court:	\$ 2,880.39
Sheriff's Office:	\$ 48,431.14

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

## 2010 AUDIT COMMENTS AND OBSERVATIONS

Discussion was held on the Committee's response to the 2010 Audit Comments and Observations regarding Inmate Accounts. Policies are being drafted for collection of released inmate negative account balances and for write-off of outstanding checks in the Inmate Account.

The Committee agreed that uncashed checks from the inmate funds account be voided and the funds from those checks should be placed into a Recidivism Reduction Revenue account.

*Motion/second (Gende/Zelenski)* to approve to set up an Inmate Recidivism Reduction Revenue, Expense and Committed Fund account and pass this recommendation on to the Finance Committee. All Ayes. Motion Carried.

*Motion/second (Gende/Zelenski)* that the Sheriff's Office develop an Inmate Account Collection Policy that includes adding a \$25.00 administrative fee to each released

inmates outstanding account where the balance is greater than \$5.00 and that after 90 days those outstanding accounts be sent to the WI DOR, Tax Intercept Program for collection, and to write-off any released inmate account that is \$5.00 or less and greater than one year old. All Ayes. Motion Carried.

### **COMMITTEE DISCUSSION**

None.

### **FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION**

None.

### **NEXT MEETING DATE**

Next regular meeting set for Wednesday December 14, 2011 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

### **CLOSED SESSION**

*Motion/second (Zelenski/Gende)* to move into closed session per ss. 19.85(1) (c) Personnel matters. Roll call vote: Gende – Aye, Schubert-Aye; Zelenski-Aye; All Ayes. No Nays. Motion carried. Moved into closed session at 5:30 p.m.

### **RESUME OPEN SESSION**

*Motion/second (Gende/Zelenski)* to move into open session Roll call vote: Gende – Aye; Schubert-Aye; Zelenski-Aye; All Ayes. No Nays. Motion carried. Moved into open session at 6:00 p.m.

### **ANNOUNCE FINDINGS OF CLOSED SESSION**

*Motion/second (Gende/Zelenski)* to accept the evaluations for Michael Fredrick and Mary Smith as presented and have them placed in their personnel files. All Ayes. Motion Carried.

Six Communications Officer applicants were interviewed. The Committee approved all of the applicants in the ranking established by the Sheriff.

### **ADJOURN**

*Motion/Second (Gende/Zelenski)* to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:35 p.m.  
Respectfully submitted,  
Lori Evans, Administrative Assistant to the Sheriff