

**RICHLAND COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE
MEETING**

Friday, November 14, 2014

The Richland County Board of Supervisors Law Enforcement and Judiciary Committee met on Friday, November 14, 2014 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

LEJC Committee members present at the meeting were: Committee Chair Fred Clary, Marty Brewer, Paul Kinney, Buford E. Marshall Jr. (Junior Marshall) and Don Seep. Present from the Richland County Sheriff's Department were Sheriff Darrell Berglin, Chief Deputy Tom Hougan, Lt. Robert Frank, Sgt. Dane Kanable, Sgt. Wes Starkey, Deputy Jim Bindl (Sheriff elect), Deputy Kevin Melby, Deputy Toby Johnson and Office Manager Amber Muckler. Others present for the meeting or a portion of the meeting were Richland County Clerk Victor Vlasak, Richland County District Attorney Jennifer Harper, Richland County Clerk of Court Stacy Kleist, Richland County IT Supervisor Barb Scott and Jason Marshall, County Maintenance Supervisor Avery Manning and Mike Wertz of Wertz Plumbing and Heating.

Agenda Item #1: Call to Order: Committee Chair Fred Clary called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for November 14, 2014 LEJC Meeting: Committee Chair Fred Clary confirmed with Sheriff Berglin that the meeting was properly posted. Upon receiving this confirmation, motion by Paul Kinney to approve the notice of posting. 2nd to this motion by Junior Marshall. Motion passed.

Agenda Item #3: Read and Approve Agenda for the November 14, 2014 LEJC Meeting: Motion by Marty Brewer to approve the Agenda with 19 items listed. 2nd to this motion by Junior Marshall. Motion passed.

Agenda Item #4: Read and Approve Minutes of the October 9, 2014 LEJC Meeting: Motion by Paul Kinney to approve the minutes as printed. 2nd to this motion by Don Seep. Motion passed, minutes accepted.

Agenda Item #17: Temporary Filling of the Vacant 14th Road Position: Committee Chair Fred Clary said that he invited the sheriff elect to the meeting because he wanted to hear the input of Sheriff elect Jim Bindl regarding the sheriff wanting to fill the unfunded and vacant 14th road patrol position. Jim Bindl said that the help is certainly needed now and he would support not waiting until January to fill the vacant position. Committee discussion about lack of funding for the position. Fred Clary said that if a

person was hired and then not needed when Nick Stitzer returned to work, the county would have to pay unemployment compensation. Vic Vlasak said that the county will not pay two people for the same position. Sheriff Berglin said that the department has been short of staff for a long time. Chief Deputy Hougan detailed the posting process that would need to be done within the department according to the collective bargaining agreement. Paul Kinney said that there was no money in the budget for the 14th road patrol position. Fred Clary said that no extra money at this point would get by the finance and budget committee. Sheriff Berglin suggested that the sheriff elect look at the budget to see if there is something he could give up to get this position. Paul Kinney said that the county could not keep taking money out of the general fund to balance the operating budget. More discussion. Marty Brewer said that the sheriff elect should get a copy of the budget today and the sheriff should go over this budget with him to speed things up. Berglin said he could show him the budget but each sheriff has to make their own decisions regarding the budget. Fred Clary said sheriff elect should also get a copy of the sheriff's ordinance and contract also. Don Seep added that he should get the organizational chart and job descriptions also. More discussion. At the conclusion of those discussions, no further action taken by the committee on this agenda item.

Agenda Item #9: District Attorney Update: Richland County District Attorney Jennifer Harper appeared before the committee and briefed the committee on; 1) The status of the multiple residential burglary cases and the upcoming prosecution of those cases; 2) Drug task force cases coming into the court system and how they will proceed and 3) Restitution issues in both sets of cases.

Agenda Item #16: Replacement of Jail Air Handler: Sheriff Berglin advised the committee that the air handler in dispatch was leaking water and that pails were needed in dispatch to catch the leaking water. Berglin said he had invited Mike Wertz to attend the meeting to discuss the air handler and the county's options to fix this problem. Wertz addressed the committee and advised that the air handler involved in this situation is 24 years old and needs replacement since there are very few or no parts available for it anymore. Wertz referred to the single sheet report handed out to committee members detailing two possible options the county could consider to fix the problem. Sheriff Berglin asked Wertz which of the two options that were on the report he would recommend to the county. Wertz said both options could fix the problem. Avery Manning said that he possibly has money left over from his budget to help pay for expenses. Fred Clary said that some of that money was already earmarked for another project. Vic Vlasak said that all of that money was earmarked elsewhere. Lt. Frank talked about the air filters in the room needing attention. Marty Brewer asked if the leaking drain pan of the air handler could be fixed rather than invest money into a completely new system. Wertz said that it is 24

years old, any fixing is going to cost a lot of money if parts could be found. Discussion regarding changing filters since the air filter gets blocked by dust/debris then the water sits in the pan and then rusts creating the holes for water to leak from. Fred Clary said that filters needed to be changed on a very regular basis-who is going to do this? Wertz said that anybody can clean the air filter-it just needs to be done more often. Discussion of jail assessment being used to pay for a new system and whether the project needed to be bid out or not. After discussion, motion by Don Seep to approve option #1 listed in the Wertz report subject to jail assessments being used as a last resort funding source if no other money can be found to fix the problem (This is "replacement of existing Air Handler and outdoor unit-Bryant 13 SEER 2 ton A/C with low ambient control. \$4533.00). 2nd to this motion by Paul Kinney. More discussion on whether the project needed to be bid out or not as option #1 was under \$5,000. Matter tabled until Clerk Vlasak returned to meeting with answer to the bid question.

Agenda Item #5: Clerk of Court Updates: Clerk of Court Stacy Kleist passed out her monthly report and went over the report with the committee. Family/Paternity cases doubled last month and divorce cases are now up after being lower than normal all year. Kleist said that money collections were on pace to meet or exceed revenues for the year. \$224,632 estimated for the year and so far collections are at \$205,209 with October, November and December yet to be posted. Kleist said that with full staff coming up she will have more time to concentrate on collections.

Agenda Item #16 Revisited: Motion by Marty Brewer to bring back agenda item #16, take it off the table, discuss the question and vote on the motion at hand. 2nd to this motion by Junior Marshall. Motion passed. The committee discussed the county board rules on bids. Committee chair Fred Clary asked if the collection pan was currently leaking. Both Sheriff Berglin and Mike Wertz indicated to the committee the pan was currently leaking. Hearing this the committee determined that since the original option was less than \$5000 and that the committee met the "reasonably possible" standard to take care of the matter, it was consensus that the fixing of the problem did not need to be bid out. With the previous motion on the table there was a call for the question and the committee passed the motion to fix the problem with option #1 on the Wertz document.

Agenda Item #6: Approval to Waive Probationary Period and Probationary Pay Level for Ellen Bushee Who has been promoted to Deputy Clerk: Richland County Clerk of Court Stacy Kleist requested that the committee waive the probationary period and the probationary pay period for Ellen Bushee. Kleist said that Ellen Bushee has been performing the deputy clerk duties of Hoffman-Crook since she left. Committee discussion regarding pay grades and pay increases. Junior Marshall asked if the 37 cents an hour difference was in the budget. Kleist said it was. After more discussion, motion

by Junior Marshall to send the matter to the Finance and Personnel Committee. 2nd to this motion by Marty Brewer. More committee discussion focusing on when this has been done in the past and whether it should be done in the future. After discussion, motion carried, matter referred to the county's Finance and Personnel Committee.

Agenda Item #7: Approval to Fill Open Clerical Position in the Clerk of Court's Office: Fred Clary asked if this position is open and whether it is budgeted. Clerk Kleist said yes to both questions. Motion by Marty Brewer to approve the filling of this position. 2nd to this motion by Junior Marshall. Motion passed.

Agenda Item #8: Approval for Network Connection/Wiring Expenditure in the Small Court Room: Clerk of Court Kleist advised the committee that with E-filing being the wave of the future upgrades will need to be done to make sure all the attorneys and court personnel in the courtroom have access to the electronic records being filed and discussed in court. Kleist said the State of Wisconsin will provide the computers in the court room but the county needs to have the network connections so that all the data can be handled by those in the room. Barb Scott gave a short explanation of what computer connections are needed in the court room and that the labor to pull the cable is more expensive than the actual cable so it was her suggestion to pull 3 cables during this process for future expansion. After discussion, motion by Don Seep to approve the \$932 requested for cable costs. 2nd to this motion by Paul Kinney. Fred Clary asked where the money was coming from. Clerk Kleist said that it would come out of her budget from salary money not paid to Hoffman-Crook when she vacated her position. Call for the question, motion passed.

Agenda Item #10: Video Conference Support Agreement and Agenda Item #11: Governing Committee for Video Conferencing Fund: County IT Supervisor Barb Scott appears before the committee regarding these two agenda items. Clerk of Court Kleist advised the committee that in 2011 the county put money in the budget to pay for video conferencing support, \$1298 in segregated funds. Kleist advises the committee that she feels that the support for this conferencing system should be shared by the courts, DHHS and the sheriff's department. She says that \$1329 is needed for software and support of the unit that is in the courtroom for each year. Question was asked who controls the segregated funds. Fred Clary said usually the Finance and Personnel Committee. During more discussion it was determined that the 2011 Resolution should say which committee was responsible for maintenance and upgrades-until that resolution is presented to the committee no action can be taken on this matter so a copy of the original resolution is needed. Matter tabled until a copy is presented.

Agenda Item #18: Public Use of the Rifle Range: Committee discussed that Steve Kohlstedt was working on a proposal from the Parks Commission to present to the county but that has not been completed. General discussion that individuals were abusing the rifle range and the parks commission was looking at ways to get better security and closer supervision of those who make a mess at the range. Reports of computers being shot up, lots of beer bottles shot up, target standards shot up and lots of vandalism being the main issues at hand. Sheriff Berglin said that deputies do patrol area of range but cannot be there all the time. No action taken on this matter at this time until Kohlstedt proposal is received.

Agenda Item # 10 and #11- Revisited: Motion to bring Agenda Items #10 and #11 back off the table by Marty Brewer. 2nd to this motion by Junior Marshall. Motion passed. County Clerk Vlasak is back at meeting with a copy of the resolution requested by the committee. A reading of the 2012 resolution made the LEJC the committee responsible to pay for the video conferencing equipment. Discussion that an additional \$80 is needed to fund the software and support for this equipment. Scott said that MIS (Management Information Systems) could pay from their budget. Vlasak said that would deplete the original \$5,000 account. Clary said that there was not money for this in the 2015 budget. Kleist said that she originally thought that the property committee would be in charge of this equipment. After further discussion, motion by Don Seep to pay the bill for the software and support and get the extra money needed from the MIS budget. 2nd to this motion by Marty Brewer. Motion passed. Barb Scott now asks about control of this equipment. Fred Clary said that the resolution doesn't specify who's in charge of the equipment only who paid for the original equipment. Scott said she would like to see a determination made. Clary said that the original resolution would need to be amended. After discussion, motion by Paul Kinney to send the matter to amend the original resolution #12-145 to the Finance and Personnel Committee to make Finance and Personnel the controlling committee on this equipment. 2nd to this motion by Junior Marshall. Motion passed.

Agenda Item #13: Approve Monthly Invoices and other Sheriff's Department Reports: Sheriff Berglin presented his blue sheet report and other reports and discussed them with the committee. Sheriff Berglin discussed sending the duties of electronic monitoring to the jail and why this decision was made. Don Seep asked the sheriff about the jail health care program and how it was working. Sheriff Berglin said he has been satisfied that the county is getting good service and saving money with the program. Discussion of the bills. After discussion, motion to pay the bills by Don Seep. 2nd to this motion by Paul Kinney. Motion passed.

Agenda Item #14 Micro Data Maintenance Agreement: Lt. Frank addressed the committee regarding this \$3,969.80 maintenance agreement bill. Frank said that this was the software management system that populates the 911 screen and other screens in dispatch. The cost of the bill is in the 911 outlay account budget and is not a surprise as it is paid yearly. Motion by Don Seep to send the bill to the Finance and Personnel Committee to pay out of the 911 outlay account. 2nd to this motion by Marty Brewer. Motion carried.

Agenda Item #15: Mapping/Radio Updates: Lt. Frank briefed the committee on the status of the mapping and the county radio system. Frank said the county did receive a recent grant for radio updates and that the Finance and Personnel Committee was given a detailed summary of the radio system and future plans at their last meeting. A mapping issue has come up regarding having two County OO's. This has become an issue at times and to clear up future problems similar to the two County B's the county used to have- a fix is warranted. The first step in fixing this issue is to refer the matter to the county's highway committee. After discussion, motion by Junior Marshall to send this matter to the county highway committee. 2nd to this motion by Marty Brewer. Motion passed.

Agenda Item #19: Adjourn: Committee set the next LEJC meeting as December 12 at 9am. Motion by Paul Kinney to adjourn until December 12, 2014 at 9am. 2nd to this motion by Junior Marshall. Motion passed, meeting adjourned.

Minutes Respectfully Submitted by,
Chief Deputy Tom Hougan