

**RICHLAND COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE
MEETING
Friday, August 14, 2015**

The Richland County Board of Supervisors Law Enforcement and Judiciary Committee met on Friday, August 14, 2015 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee members Buford Marshall, Paul Kinney, Don Seep and Marty Brewer. Present from the Richland County Sheriff's Department were Sheriff Jim Bindl, Chief Deputy Chad Kanable, and Amber Muckler. Also present for the meeting or a portion of the meeting was Richland County Clerk of Circuit Court Stacy Kleist, and District Attorney Jennifer Harper.

Agenda Item #1: Call to Order: Committee Vice Chair Don Seep called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for August 14, 2015 LEJC Meeting: Committee vice chair Seep confirmed with Sheriff Bindl that the meeting was properly posted with four amendments. Upon receiving confirmation Seep declared the meeting properly posted. Posting approved.

Agenda Item #3: Read and Approve the Agenda for August 14, 2015 Meeting: Motioned by Marty Brewer to approve the agenda. 2nd to this motion by Paul Kinney. Motion passed.

Agenda Item #4: Read and Approve Minutes of the July 10 & July 24, 2015 LEJC Meetings: Motion by Buford Marshall to approve the minutes as printed. 2nd to this motion by Paul Kinney. Motion passed, minutes accepted.

Agenda Item #5: Clerk of Court Updates: Clerk of Court Stacy Kleist went over her report with the committee, discussed collections and she discussed the fact that she missed putting on the agenda the pay rate increase of her clerical assistant Jessica Pechan, who completed her probation period. This will be placed on the agenda for September.

Agenda Item #6: Request on work study follow through and non-action of 2014 reclassification request for clerk of court position: Clerk of Court Kleist stated in 2014 that her recommendation to be forwarded to personnel & finance regarding the reclassification of the Deputy Clerk of Court position has never happened, personnel and finance did not act on the request and stated that a work study would be done in the future regarding county positions. Stacy talked about how her office functions and states that everyone in her office does the same duties however they get paid differently. She stated if a reclassification would be done that the change in cost would result in a \$2200 increase and she said she could find that in her current budget. She states the work study is the reason given for the reclassification not being done and she feels if the study is not going to be done it shouldn't be given as the reason for not doing reclassifications. Kleist requests that work study aside, she would like to see her clerical position reclassified and the same

title and pay as the deputy as they do the same job duties. Motion by Marty Brewer, second by Buford Marshall to: Eliminate the job title and job description of Clerical Assistant in the Clerk of Court office in order to properly and legally rename the position to Deputy Clerk of Court as the person in this position is deputized and performs deputy clerk duties in both the office and courtroom. Motion approved. Matter forwarded to the Personnel and Finance Committee.

Agenda Item #7: Request to reclassify Clerk of Court Clerical Assistant to Deputy Clerk of Court: This item was discussed and dealt with along with item #6 shown above.

Agenda Item #8: Setting a date for Deputy Clerk of Court Interviews: Kleist stated this cannot be done because the newspaper did not run the ad for two weeks. This item can't be set at this time, it will be brought back to the committee at a future meeting.

Agenda Item #9: District Attorney Updates: DA Jennifer Harper stated their office has had an overload of cases coming in currently. There have been more search warrants issued within the last month and there are more TRO's coming through the court. The other issue is the storage of documentation from the DA's office which is located over at HHS because of the lack of room within the DA's office. Now there are more boxes of documentation that needs to be taken from the DA's office. DA Harper asked that a confidentially form be executed so that filing over at HHS can be done without a person from HHS overseeing the filing of the DA department documents. Her employees need to meet a few requirements in order to be able to file at the HHS location. Harper talked about receiving a reimbursement check from the state in regards to duties being done by her office staff that get reimbursed by the state. This check was around \$17,000 this is up from previous years and amounts reimbursed by the state.

Agenda Item #10: Coroner Updates: skipped, not at this meeting.

Agenda Item #11: Approve monthly invoices and other Sheriff's Department reports: Sheriff Bindl discussed a few bills regarding jail locks and squad repairs. Motion to approve the monthly invoices by Marty Brewer. 2nd to this motion by Paul Kinney. Motion approved.

Sheriff Bindl went over the blue sheet and the average daily population report with the committee.

Agenda Item #12: Updates: **a. Mapping/Radio:** Kanable discussed the issue of the re-naming of Hwy OO to Hwy RC and residents having to change addresses on licenses. **B. Video Conferencing:** the video system is currently down and there is a password problem and everyone is locked out, MIS is working on this issue to get the system back up. The judge gets upset with this when the system does not work the way it should be as court dates and sentencing does need to get re-scheduled. **C. Rifle Range Vandalism:** The camera that would have been utilized to be stationed at the rifle range has some issues, a new one has been purchased. **Radio:** the radio issues are better, a repeater has been added in Lone Rock. Sylvan tower has a site issue, because it now has been fixed Viola is now able to talk to us. In the future there will be some replacement issues that will have significant costs. Sheriff Bindl

states our radio system is becoming very old and parts are hard to come by anymore. In the future our county will need to look at other ways other than band-aids to fix the radio system. Kanable states the department will be looking into options and getting information together before coming to the committee. We are looking into working with other counties to see what can be done when it comes to towers. **D. Impound**

Building Addition: Kanable met with a contractor which stated it would not be beneficial to add on to the current impound site. There is a lot of dirt work that would need to be done and frost wall issues. This type of costs could be used better by constructing another building. Sheriff Bindl states there needs to be enough room at this site to impound larger vehicles if needed. Kanable will do further study on this and matter and bring the committee more updates at future meetings. **E. Grants:** Kanable went over a few grants that may be available, one dealing with the radio system. The department has started on the DOT grant which deals with traffic enforcement. There are going to be 8 days between now and the end of September that deal with traffic enforcement only. The state takes care of the wages and benefits for the officer working on those grant hours. We in turn get money back to purchase equipment needs for our department. Equipment needed is radar and hand held radio equipment, so the department will be looking into this. Motion to accept the DOT grant by Paul Kinney, 2nd to this motion by Buford Marshall. Motion approved. AED grant that went through back in April, presented as a grant and once approval happened it was found out that it was only a \$100 discount by a company in California. In the end this “grant” fell through, so there was nothing done. Kanable did mention that currently we only have 3 working AED’s, there are four, however the forth AED is currently down. In the future we will need to look into the department budget to purchase some new AED’s.

Agenda Item #13: Policy for non-violent demonstrations for CDBG

Grants: Chairman Clary wanted to bring this information to the committee and this information needs to be put into our department’s policy which Sheriff Bindl stated we would be doing in the future. Sheriff noted that there is money out there for these types of grants, our department just needs to have this language in our policy. The department will have to create a resolution and bring it back to the committee, at this point it is simply informational.

Agenda Item #14: Discuss Administrative office staff wages: Kanable brought about wage increases to the committee. In the past Chief Deputy and Lt positions would follow the union increases however the previous increase was created by resolution and in the future would like to have increases looked at and forwarded to the finance and personnel committee. Motion by Buford Marshall of the wage issue to Finance and Personnel Committee, 2nd to this motion by Paul Kinney. Motion approved.

Agenda Item #15: Squad Maintenance – Mileages, Repairs, Replacements: Kanable handed out a report to the committee showing mileages of the current fleet. Currently 7 vehicles are above 100,000 in mileage. Shawn’s auto repair stated our fixes are above what they have been in the past. In the last month we had four vehicles go down at the same time. There have been a few problems with the SUV’s just recently. Kanable states we are starting to see issues with the vehicles and these create safety issues for the deputies who drive them. Kanable states the new squad has been ordered and that should be here in early September. Out of the 8 vehicles,

we've had a problem with 5 of them recently. When vehicles are reaching 100,000 miles, it seems like maintenance issues happen more often and become more costly. Sheriff Bindl says he's noticing that the SUV's are beginning to have more issues. Kanable states there have been 3 safety issues with the vehicles while being operated by deputies at high rates of speed (water pump going out, transfer case falling off and caliper/brake line issue). Seep states as we put the department budget together we will need to highlight the squad fleet issues.

Agenda Item #16: August Jail hiring process needed: Information only that we are beginning the process to hire 1 female dispatcher/jailer.

At 10:41 committee went into closed session to discuss Agenda Item #17 regarding an ongoing personnel issue motion by Buford Marshall, 2nd to this motion by Paul Kinney. Motion approved, meeting went into closed session.

At 10:49 the committee went back into open session – Motion by Buford Marshall to move this issue based on the information presented to the Sheriff's Department from the workers compensation insurance company documentation issued on March 15, 2015 to forward this issue to the Personnel & Finance Committee with the regards to the status of an employee. 2nd to this motion by Paul Kinney. Motion carried and approved.

Agenda Item #18: Adjourn; Motion by Paul Kinney to adjourn until the regular LEJC meeting on Friday, September 11, 2015 at 8:30am. Second to this motion by Buford Marshall. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler