

**RICHLAND COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE  
MEETING  
Friday, August 12, 2016**

The Richland County Board of Supervisors Law Enforcement and Judiciary Committee met on Friday, August 12, 2016 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 Chair Fred Clary and Committee members Buford Marshall, Gary Peters, Don Seep and Marty Brewer. Present from the Richland County Sheriff's Department were Sheriff Jim Bindl, Chief Deputy Chad Kanable, Amber Muckler and Lt. Bob Frank. Also present for the meeting or a portion of the meeting was Richland County Clerk of Circuit Court Stacy Kleist, DA Jennifer Harper, Deputy Coroner Ruth Bristol, Jail Sgt. Rita McCarthy, Sandra McNamer, Jennifer Laue, Judge Sharp and Communications Services Representative.

**Agenda Item #1: Call to Order:** Committee Chair Fred Clary called the meeting to order at 9:00am.

**Agenda Item #2: Read and Approve Notice of Posting for August 12, 2016 LEJC Meeting:** Committee chair Clary confirmed with Sheriff Bindl that the meeting was properly posted with one amendment. Upon receiving confirmation Clary declared meeting properly posted. Motion by Gary Peters to approve the posting, 2<sup>nd</sup> by Marty Brewer. Motion approved.

**Agenda Item #3: Read and Approve the Agenda for August 12, 2016 Meeting:** Motioned by Don Seep to approve the agenda. 2<sup>nd</sup> to this motion by Buford Marshall. Motion passed.

**Agenda Item #4: Read and Approve Minutes of the July 8, 2016 LEJC Meeting:** Motion by Buford Marshall to approve the minutes as printed. 2<sup>nd</sup> to this motion by Marty Brewer. Motion passed, minutes accepted.

**Agenda Item #5: Clerk of Court Updates:**

**F:** Kleist said this is the same issue for her department as what has been discussed for the probate office. The clerical in her office performs the same duties as the deputy clerk's in her office, therefore they should be reclassified to the same position. Kleist informed the county this is the third year in a row that this request has been made. Motion by Buford Marshall to forward this item onto Finance and Personnel. 2<sup>nd</sup> to this motion by Gary Peters. Motion approved.

**G:** Clary states this item can be put on the list, but no promises made. Kleist said in regards to departments making reclassifications she would also like this made a priority in the wage study. Clary states that until the final report is made it really won't matter what department is on the priority list for the wage study. Motion by Don Seep to prioritize this item, 2<sup>nd</sup> to this item by Buford Marshall. Motion approved.

**D:** Kleist informed the committee that Deputy Clerk of Court Klingaman's previous position has been vacated and the department is now looking to

fill that vacated position. Motion by Don Seep to accept the resignation and authorize to advertise and fill the position. 2<sup>nd</sup> to this motion by Gary Peters. Motion approved.

**E:** Kleist would like to designate a Chief Deputy Clerk of Court in her department and do this through a job description. Clary states there is an issue with procedure, this would be creating a brand new position as it is currently not in the county's list of positions. Clary states by having this position created, then it will take 3 to 4 months which will not allow hiring a person until this position is created and he's not sure how well that will work with the current vacancy in her department. Some chief deputy positions are appointed and other chief deputy positions can be hired, these are types of issues that need to be addressed when looking into this request. Kleist says she needs to have her office at full staff, but she needs it structurally correct. Motion by Gary Peters to rescind the original motion to advertise and fill the position of deputy clerk of court and make a new motion to forward to Finance and Personnel to create a new position of Chief Deputy Clerk of Court and to then advertise and fill the position. 2<sup>nd</sup> to this motion by Buford Marshall. Motion approved.

**A, B, C:** Kleist goes over her reports with the committee regarding updates, tallies and collections in her department during the month of July. Motion by Gary Peters to approve bills for the clerk's department. 2<sup>nd</sup> to this motion by Marty Brewer. Motion approved.

**Agenda Item #6: Reclassify Clerical Assistant to Deputy Register in Probate/Deputy Juvenile Court Clerk:** McNamer made a request to the committee for this request, Jennifer Laue is in this current position and does many of the things that Sandy currently does. McNamer says Ms. Laue is a deputy of the probate department and currently does these duties, therefore she should be able to be reclassified. The cost of the increase in pay would be \$.05 per hour. Judge Sharp commented that this will be a position that will stay at half time, this position will never be full time. He said she also comes up and clerks in court and so she is performing the position of a deputy. Motion by Marty Brewer to recommend to reclassify this position and will be forwarded to Finance and Personnel. 2<sup>nd</sup> to this motion by Don Seep. Motion approved.

**Agenda Item #7: Separation of budget for the Circuit Court:** Sandy McNamer informed the committee she is making the request to have her own budget for her office. She's surveyed other counties and has found that Richland County probate is one of the few that do not have a separate budget for her department. She informed the committee that Judge Sharp is in approval of the request. Clary stated this wouldn't be new money so this would be money that would have to be taken out of it's current budget location to create the separate revenue budget. McNamer said the purpose of this request is because she is a department head and feels she should have her own budget to monitor. Clary talked about her request and the vouchers that each department is submitting should not be submitted directly to the clerk's office, they will need to be presented to that departments committee on a monthly basis which is a rule in the county board. Kleist said if this change was made it wouldn't save any time or make more work for her, she has no position on this request. Brewer wondered if there would be any cost to the county for this request, Clary said there may be an administrative cost but wasn't sure what that cost would be, it would probably be a minimal cost. Clary stated the final decision would need to

be made by the Personnel and Finance Committee. Clary states he sees no negative result for this change, but it will be something that will take some time. Judge Sharp commented that the budget for the probate office that there are several things that the department can't control when it comes to expenses through the court system. DA Harper made the same comment that there is very little control that some departments have on their budgets. Motion by Don Seep to forward this request to Finance and Personnel. 2<sup>nd</sup> to this motion by Buford Marshall. Motion approved.

**Agenda Item #8: District Attorney Update:** DA Harper informed the committee that the vacant position in her office has been filled by Denise Klingaman. She talked about the high amount of autopsy's that her department is a part of currently, some of these autopsy's are due to possible drug issues. She informed the committee that her department has received money from the state in regards to her victim/witness coordinator's duties, the amount received was around \$13,000 for the first 6 months of 2016.

**Agenda Item #9: Coroner Updates:** Deputy Coroner Bristol had 11 calls in the month of July and 6 autopsy's pending in Madison. Bristol asked if there was any type of insurance when coroner's employees go to calls. Clary said if there was it would be covered under the county's workers comp insurance.

**Agenda Item #10: Approve monthly invoices and other Sheriff's Department reports:** Sgt. McCarthy discussed the blue sheet jail statistics with the committee. She talked about the shortage of employees currently in the jail and the cost of overtime. She also talked about housing people out of county which came to around \$9000 for the month of July. There have been issues with the washing machines in the jail, typically the jail purchases the cheapest brand washers for the jail and they are barely lasting a year, Sgt McCarthy would like to see the jail be able to purchase a better brand of washer. Clary stated if a better brand of washer was to be purchased that would be an expense that could be taken out of jail assessment. The jail inspector will be coming during the week of August 15<sup>th</sup>. Invoices - Motion by Don Seep to approve the invoices to be paid. 2<sup>nd</sup> to this motion by Buford Marshall. Motion approved. Sheriff Bindl went over the blue sheet statistics with the committee.

**Agenda Item #11: Approve hotel rate over government rate:** Chief Deputy Kanable asked the committee for approval regarding hotel stay over the government rate due to the hotel no longer offering the government rate. The rate was for 1 night stay at \$104. Motion by Don Seep to approve the rate, 2<sup>nd</sup> to this motion by Gary Peters. Motion approved.

**Agenda Item #12: Committee approval for radio equipment purchase over \$1000:** Chief Deputy Kanable discussed the radio tower in south Muscoda, Iowa County has since went totally digital which left 2 repeaters that could be purchased. The department has an opportunity to purchase 2 repeaters in the amount of \$2,850 from Iowa County. Communications Services would take on these repeaters for service. Motion by Don Seep to approve the purchase of these repeaters. 2<sup>nd</sup> to this motion by Marty Brewer. Motion approved.

**Agenda Item #13: Mapping/Radio System updates:** Kanable said there was no mapping updates. Radio: There was failure was at the Bunker tower site for about

3 hours. A spare repeater was put in as the original repeater needed repair. The main console in dispatch at that same time went down. Communication services got the system back up and running. There was a communication problem in Lone Rock this week, this is the 3<sup>rd</sup> one in a year. Regarding the console in dispatch, there is an opportunity to get a console from La Crosse county which they would donate to our department. The console will have full support from Communication Services to year 2020, it is a 9 position console system, we need 2 console positions so it is a very good system with replacement positions if needed in the future. Communication Systems will take care of the system and give us a 1 year warranty, this cost would be \$12,700, which would be about \$3000 for 4 years. A brand new console would cost around \$180,000. Motion to approve the console from LaCrosse County and cost by Don Seep, 2<sup>nd</sup> to this motion by Marty Brewer. As of January 1<sup>st</sup>, the department could cancel their contract with General Communications which could save some money for this purchase. Also included in the original motion money should be taken from the 911 outlay account. Motion approved. Another motion to accept the donation by LaCrosse County and to send a thank you to them for the console made by Don Seep, 2<sup>nd</sup> to this motion by Buford Marshall. Motion approved.

**Agenda Item #14: Approval of maintenance contract for Communications Services:** Kanable informed the committee of a letter received from Communications Services for maintenance in the cost of \$1641.60 for 2017.

**Agenda Item #15: AED replacement/Jail Equipment/Squad Updates:**  
**AED:** Kanable informed the committee on a grant for AED's. The company will now donate AED's, not sure how many at this time, but we will not have to price match them any longer. **Jail Equip:** The jail inspection will be coming up, in that inspection we have to have air paks in the jail. We purchased 4 air paks from the non-operating Rock Springs fire department. The cost was \$75 per pak to outfit our jail. **Squad:** The chevy will be here mid August. Two squads went down in the past month, the expedition is still having issues.

**Agenda Item #16: Update and possible approval regarding inmate meal and inmate phone contracts:** Muckler informed the committee that she spoke with the rep from Avian's who provides the inmate meals and he would be willing to do a 2 year contract extension with our department, there would be a 2.6% increase for the first year and no more than an additional 3% increase for the 2<sup>nd</sup> year. That cost reflects to a \$.12 increase for the first year and an additional \$.14 for the 2<sup>nd</sup> year.

**Agenda Item #17: Life Skills Contract extension with Southwest Technical College:** Sgt McCarthy talked to the committee regarding the contract through SW Tech. She said the Life Skills program is working well for inmates in the jail and there has been a good response. Motion by Don Seep to authorize an extension of this program contract by County Board. 2<sup>nd</sup> to this motion by Buford Marshall. Motion approved.

**Agenda Item #18: Casual employee ordinance change 89-7:** Lt. Frank is making a request to change this ordinance regarding casual employees. Lt. Frank went over the hand out with the committee. This request is made to assist in dispatch with the current staffing vacancies. Clary states the current wording was made as an issue from a grievance. The current union president is okay with this change. The

need is in the dispatch and jail staffing gaps. Interviews would have to go through the LEJC committee members for certified personnel to be hired to fill. Motion was made by Don Seep, this motion was 2<sup>nd</sup> by Marty Brewer, that original motion was rescinded. Motion to approve this change in Ordinance 89-7 regarding casuals to be forwarded on to County Board by Gary Peters. 2<sup>nd</sup> to this motion by Marty Brewer. Motion approved.

**Agenda Item #19: Date and time change of September meeting:** Meeting change for September due to budget meetings. New date will be Thursday, September 15<sup>th</sup> at 8:30

**Agenda Item #18: Adjourn;** Motion by Marty Brewer to adjourn until the regular LEJC meeting on Thursday, September 15, 2016 at 8:30am. Second to this motion by Gary Peters. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler