

## COUNTY BOARD COMMITTEE MINUTES

**COMMITTEE:** LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE

**DATE:** May 26, 2017

Meeting called to order by Dwayne Morris at 8:35 a.m. Members of the committee present were: Kirk Lund, Dwayne Morris, Michael Wineke, Dick Schultz, Ed Morse  
Others present were: Sheriff Milbrath, Chief Deputy Parker, Corporation Counsel Blair Ward, County Administrator Ben Wehmeier, Supervisor Mary Roberts, Medical Examiner Nichol Tesch and, Supervisor Alyssa Spaanem

Absent: All present

**Compliance with open meetings law:** County Administrator Ben Wehmeier assured compliance.

**Review agenda:** The agenda was approved as presented.

**Public Comment:** None

**Approval of minutes:** A motion was made by Dick Schultz, and seconded by Kirk Lund that the April 28, 2017 minutes be approved as printed.

**Review and discussion of request for a position change in the Medical Examiner's Office to increase the Medical Examiner position from .75FTE to 1.0FTE:**

- County Administrator Ben Wehmeier gave an explanation about why this is being brought to the Law Enforcement Committee – he stated that as part of the ordinance, any desire to either add a new position or to change the hours of an existing position must be brought to the parent committee, which in this case is the Law Enforcement Committee.
- Medical Examiner, Nichol Tesch then introduced herself. She explained that she was hired on as .75FTE working 30 hours per week as a trial period. Since that time, there has been a back log of work piling up and she is asking for support to increase her hours to 40 hours per week so that she is able to keep up with the current workload and get caught up on the back log of work.
- Since Nichol started in January of 2015, she has established office hours to make herself available to those in need of speaking with her, has implemented an electronic database, has quarterly staff meetings, has started a “Zero Suicide Team”, which she participates in monthly, and a “Child Death Review Team”, which meets quarterly, that she prepares for with the Health Department.
- Nichol went on to explain the role she takes in speaking with the families after autopsies, her assistance with other agencies, and filling out the death certificates and the process that is required to properly fill out those certificates.
- Dwayne Morris asked where Nichol saw the Medical Examiner's position in ten years. Nichol stated that she would like to see a Part-Time Chief Investigator position added to aide her in her position, with the increase in cremations and the extra work that entails would warrant such an addition.
- Dick Schultz made a motion to recommend to the County Board to make the Medical

Examiner's position Full-Time, with Kirk Lund seconding.

**Discuss and make recommendation to reinstate the Jail Clerk's position back to a full time position:**

- Chief Deputy Jeff Parker explained that currently, the Sheriff's Office has two jail clerks, one full-time and one part-time. These used to both be full-time positions, however, a few years ago, in order to make budget, it was decided to make one position part-time to cut costs. Since that time, the job duties have picked up, with the current part-time clerk doing board billing for inmates, financial reports, bonds that need to be distributed to other jurisdictions, and many other duties.
- Starting this week, the Sheriff's Office has started taking in state inmates, having received the first seven of twenty inmates, which will bring in \$214,872 for the 2017 year. In 2018, this would bring approximately \$370,000 to the Sheriff's Office in extra revenue. This has added to an already heavy workload for the one-and-a-half jail-clerk positions.
- The Sheriff's Office is currently using jail deputies to help with the duties that the part-time jail clerk is not able to complete in her 19 hours per week she is allowed to work.
- Dick Schultz asked if the need to increase these hours was due to adding the state inmates. Sheriff Milbrath stated that these inmates increase the workload, but the Sheriff's Office would still be in need of increasing the position to full-time either way.
- A motion was made by Michael Wineke to recommend making the part-time jail clerk position a full-time position. Dick Schultz seconded.

**Communications:**

- Sheriff Milbrath explained how every couple of years, positions are re-evaluated to see if any changes are needed to either duties or hours worked.
- The Sheriff's Office has received many thank yous regarding Law Day and Government Day from area school kids.
- Citizens have sent in thank yous to specific deputies for their help, for example Deputy Hogan for helping a citizen change a tire.
- The Sheriff's Office received gift certificates for all of the sworn deputies from Heron's Landing valued at \$20 in thanks for their service.

**Grants - Update of ongoing or new grants:**

- Sheriff Milbrath reported that right now there are no grants available that the Sheriff's Office qualifies for.
- Last year, the Sheriff's Office received a \$30,000 traffic grant which the Sheriff's Office finished 2<sup>nd</sup> in the state from an enforcement to warning ratio. Due to being so productive, this year that grant has been given to an area that was not as successful.
- The Sheriff's Office is still out enforcing using their unmarked squads and three motorcycles.

**Report from the Sheriff:**

- County Administrator Wehmeier explained how, in the future, there is a possibility of adding an MIS person to help the Sheriff's Office with the computer/technology issues that arise. Everything in the Sheriff's Office is becoming more technological, such as citations and the camera systems so this extra person is becoming a real need.
- Jefferson County is dealing with Chapter 980 sex offenders being placed in the county

by DHS. Many of these people are coming from Sand Ridge Secure Treatment Center, a sex offender treatment center. Sheriff Milbrath explained that according to the law, once someone is released into the community, that person should be released back into the county of conviction. However, many communities have ordinances that prevent them from living within certain distances from schools, daycares, parks, etc. Jefferson County doesn't have the ability to prevent them from coming as this is a rural area and there are more areas where a sex offender can be placed. This is being brought up as information only as there is nothing that this committee can do to remedy a solution.

**Discussion on citizen complaints of duck hunters trespassing on Lake Koshkonong:**

- Sheriff Milbrath explained the problem when flooding occurs; it is then legal for a person in a boat to go onto the public property that is flooded (as long as they stay in the boat). This is causing land owners issues as these boats can potentially damage fencing if it is shallow and the motors don't clear.
- Sheriff Milbrath is working with the legislature to do some research on what the laws actually are with regard to the duck hunters and trappers going onto private property. Right now, trappers are required to get permission to be on private property. The Sheriff is looking for clarification on whether or not the same laws apply for duck hunters. When someone is in a boat, as long as they stay in the boat, right now it is legal for them to go wherever the water is.
- Right now, there is only one DNR warden in the county working as the other is out on medical leave. Once both are back, they will be able to enforce the laws and keep the people off private property.

**Review monthly bills and financial items (March & April):** – The committee approved the monthly recap reports for March 2017 bills in the amount of \$148,653.98 and the April 2017 bills in the amount of \$121,622.58. A spreadsheet summarizing current bills was reviewed by the committee members.

**Report on budget:**

- At this time of the year, the Sheriff's Office should be operating at 33.33% of expenditures and revenues. The Sheriff's Office is operating at 32.80% in operational and 32.69% in expenditures, and is under budget by \$14,826. There have been no unusual expenses this year, other than replacing the Total Station, which the Sheriff's Office had not budgeted for and had to ask for an additional \$14,000.
- Right now, the Sheriff's Office is operating at 31.85% for wages and benefits. The Sheriff's Office does have three positions open right now that attributes to this.

**Review monthly jail and patrol activity reports:** Jail and patrol activity reports were not available.

**Jail assessment fund items:** General fund items for the month totaling \$4,218 which included \$3,600 to Jefferson County Literacy Council for jail inmate instruction for March and April and \$618 to Stanley Convergent Security Solutions to replace the motherboard in the computer that controls the jail doors.

The jail assessment balance at the end of April is \$165,603.58.

**Agenda Items:** None.

**Adjourn**

Next meeting date is June 23, 2017.

A motion made by Kirk Lund to adjourn at 9:55 a.m., was seconded by Michael Wineke.  
Motion carried.

Motions Carried: 4 Lost: 0.