

Law Enforcement, Emergency Medical Services, and Judicial Committee
Wednesday, February 12, 2020, 7:30 a.m.
Lincoln County Service Center, 801 N Sales St., Room 257, Merrill, WI 54452

MEMBERS PRESENT: Mike Loka, Jeremy Ratliff, Patricia Voermans, and Chuck Bolder

MEMBERS EXCUSED: Norbert Ashbeck

VISITORS: Sheriff Schneider, Paul Proulx, Galen Bayne-Allison, Becky Byer, Dan Leydet, Marie Peterson, September Murphy, Josh Klug, Jay Sommers, Judge Jay Tlusty, Judge Rob Russell, Chief Deputy Nate Walrath, and Kari Weiland

1. **Call Meeting to Order:** Chair Loka called the meeting to order at 7:30 a.m.
2. **Approval of Minutes:** M/S Voermans/Ratliff to approve the minutes. A request to note that Dan Leydet was in attendance at the January meeting. Motion carried. All Ayes.
3. **Coroner's Report:** Proulx reports 27 total deaths; 23 Cremations, 13 Death Certificates, 2 Autopsies, 3 Accidental Deaths. Mike Loka approval to place report on file. All ayes.
4. **Review Year-to-date Budget Report:** No questions on this report
5. **Sheriff's Statistical Report:**
 - a. **Case Summary Report:** General question by Ms. Voermans about Battery by Prisoner, this was explained to include Lincoln Hills and could involve inmates and Staff.
 - b. **Expense Budget, Revenue Budget, Vendor List.**
 - c. **Recreational Officer Activity Report:** No questions on this report.
 - d. **9-1-1 Supervisor's Report:** No questions on this report.
 - e. **Jail Census Report:** No questions on this report.
M/S Ratliff/Voermans to approve and place on file. Motion carried. All Ayes.
6. **Discussion Fuel Purchase:** Discussion of adding an additional Fuel option for our Fleet Vehicles. Jason Hake suggested doing an RFP for Fuel Bids. M/2nd forward to Finance to set up an account with Kwik Trip for fuel. Mr. Ratliff, Mr. Loka. All Ayes
7. **Ordinance 5.01 Jail Fees Amendment:** Motion to forward to committee to look at increasing fees. M/2nd Mr. Ratliff, Mr. Loka. Research will be done for next month's meeting to explain the inmate medication refill process.
8. **Repeal of 9.02 Regulation of possession of Firearms:** This ordinance doesn't conform to the state statute and will be eliminated allowing the State Statute to be followed instead of the ordinance. M/2nd for Repeal Mr. Ratliff, Ms. Voermans. All Ayes
9. **Discuss/Act: Committee support to increase compensation of Administrative Assistant II, Additional Collections Specialist duties** This item will be held over until the next meeting.
10. **Tomahawk Report:** Sommers presented the Tomahawk report which shows expenses of \$62,667 and fifty-eight runs for January. Tomahawk is at 8.75 percent of budget for 2020. Report was placed on file.
11. **Merrill Report:** The final reports for December were included in the packet which show total expenses for December at \$100,389.72. Klug presented the Merrill report which showed one hundred and fifty-five patient contacts for January. January expenses were \$82,338.46 or 10.13 percent of the 2020 budget. Discussion followed. Report was placed on file.
12. **Monthly Charge Report, Write-offs and Collections:** Leydet presented the reports which shows 168 billable runs in January. Leydet reported revenue of

\$32,869.48 over budget for the month of January. The accounts receivable balance \$404,331.02 on January 31st and is current. Write-offs in the amount of \$12,395.40 are being requested. Discussion followed. M/S Loka/Ratliff to approve write-offs and place reports on file – all voting aye.

13. **Review YTD Budget Reports:** The report was in the packets and shows EMS expenses at .9 percent of budget. Discussion followed. Report was placed on file.
14. **Review Clerk of Courts Year-to-date Budget Report:** No concerns to report. Peterson will bring 2019 line modification and carry over request to March meeting.
15. **Discuss/Act: Committee support to increase compensation of Chief Deputy Clerk of Courts (includes duties of Office Manager and Account Technician) to assume additional Collections Specialist duties:** Peterson requested support to pursue discussion with A&L for wage adjustment/step increase for Chief Deputy/Office Manager if Collections Specialist responsibilities are added. Motion by Loka to support Peterson and seconded by Bolder. Motion carried.
16. **Circuit Court Contingency Fund Request:** Byer requested that this item be held over to next month.
17. **Circuit Court 2019 Budget Modifications:** Byer requested that this item be held over to next month.
18. **Review/Approve Register in Probate Time Sheets from 12/30/19-1/12/20 and 1/13/20-1/26/20:** Byer presented her Time Sheets from 12/30/19-1/12/20 and 1/13/20-1/26/20; Committee approved the Time Sheets as presented.
19. **Review Circuit Court Year-to-date Report:** Byer indicated that there are no issues with the budget at present. It is early in the year, but Chapter 48 filings seem to have slowed down for the time being. She is hopeful that this will keep the cost of Guardian ad Litem fees within budget for 2020.
20. **Discuss/Act: Review and Direct Reimbursement for District Attorney Operating Expenses:** DA Bayne-Allison attended the 2019 Fall State Prosecutor Education and Training Conference in December of 2019. The State of Wisconsin provided partial reimbursement for DA Bayne-Allison's expense. DA Bayne-Allison presented his voucher and supporting documentation for that remainder of the expense for which he was seeking reimbursement from Lincoln County. The committee reviewed the supporting documentation and Committee Chair Michael Loka signed the voucher.
21. **Review District Attorney Year-to-date Report:** DA Bayne-Allison presented the year-to-date budget report. The committee reviewed the report.
22. **Review Emergency Management Year-to-date Budget Report:** Financial year to date was presented by Murphy. Murphy indicated no potential concerns at this time. No further discussion, report placed on file.
23. **Report of Activities:** Recent activities performed by emergency management was presented by Murphy. No discussion, report placed on file.
24. **Update on Training:** Murphy presented recommended training and possible emergency operations center (EOC) positions to encourage further training and planning for county staff prior to disasters. Hake commented on the value of identifying positions and roles during a disaster so that training can be streamlined and incorporated into job descriptions. Murphy discussed the importance of

creating a training standard to assist in planning and preparedness process. Loka asked that this item be moved to next meeting for further discussion.

- 25. Temporary Leave and Coverage:** Murphy stated that she will be on medical leave May- June timeframe and the County Administration Coordinator will provide coverage.
- 26. Animal sheltering agreement city of Merrill Festival Committee:** Murphy presented animal sheltering agreement house displaced pets of people who are also needing sheltering. Agreement was approved by the City of Merrill Festival Grounds. Motion/ Second (M/S) Voermans / Ratliff all stating aye, no further discussion.
- 27. Set Next Meeting Date:** March 11, 2020 at 7:30 a.m. in the County Board Room.
- 28. Adjourn:** M/S Voermans/Loka to adjourn at 8:15 a.m. Motion carried. All Ayes.

Minutes prepared by Nathan Walrath, Kari Weiland, Galen Bayne-Allison, Dan Leydet, Becky Byer, Marie Peterson and September Murphy; compiled by the County Clerk's Office.