

**Law Enforcement, Emergency Medical Services, and Judicial Committee**  
**Wednesday, March 11, 2020, 7:30 a.m.**  
**Lincoln County Service Center, 801 N Sales St., Room 257, Merrill, WI 54452**

**MEMBERS PRESENT:** Mike Loka, Norbert Ashbeck, Jeremy Ratliff, Patricia Voermans, Chuck Bolder, and Bob Lee

**VISITORS:** Sheriff Schneider, Paul Proulx, Becky Byer, Dan Leydet, Marie Peterson, Josh Klug, Chief Deputy Nate Walrath, Kari Weiland, Debbie Rauchle, Dora Gorski, and Tyler Harland

1. **Call Meeting to Order:** Chair Loka called the meeting to order at 7:30 a.m.
2. **Approval of Minutes:** M/S Ashbeck/Voermans to approve the minutes. Motion carried. All Ayes.
3. **Emergency Management Year-to-date Report:** Dan Leydet stated that September had no concerns and her budget is at 10 percent.
4. **Coroner's Report:** Proulx reports 29 total deaths; 10 Cremations, 4 Death Certificates, 1 suicide, 2 Accidental Deaths. Mike Loka approval to place report on file. All ayes.
5. **2019 Budget Modifications:** Proulx mentioned that he is over in fringe benefit but there is money left in training and in supplies to balance the budget. M/S Voermans/Loka to approve and place on file. Motion carried. All ayes.
6. **Review Year-to-date Budget Report:** No questions on this report.
7. **Sheriff's Statistical Report:**
  - a. **Case Summary Report:** No report available.
  - b. **Expense Budget, Revenue Budget, Vendor List.** Ratliff had a question on an invoice from Bone and Joint; it was explained that this is an inmate medical bill.
  - c. **Recreational Officer Activity Report:** No report available.
  - d. **9-1-1 Supervisor's Report:** No report available.
  - e. **Jail Census Report:** No report available  
M/S Loka/Ratliff to approve and place on file. Motion carried. All Ayes.
8. **Discussion of upcoming Law Enforcement Packets:** Due to reports on the 1<sup>st</sup> of each month; future packets may not have reports at time of mailing; these reports will be in the following month's packet.
9. **Vehicle Questions - Chuck Bolder:** A request has been made for mileage and a use log for all Sheriff Office Vehicles. It was discussed in the November 2019 meeting that a report would be generated at the end of the year with a list of vehicles and mileage associated with each. Mr. Bolder originally asked about the transport vans indicating, he has been asked why we need so many vans and what they were used for. He requested a log on where the vehicles went and how many miles were on each. It was explained Jail Administrator Manninen handles the transport vehicles, the vehicles are rotated on a schedule unless they are going to be sold then the vehicle will be used more often before it leaves our fleet. Mr. Bolder also questioned the use of Administrative vehicles. It was explained that only sworn personnel have take home squads, and it isn't safe nor realistic to expect Administration to respond to a critical incident in a person vehicle. Ms. Voermans would like a discussion at next month's meeting on medication refill process and discussion of The Repeal of 9.02 Regulation of Possession of Firearms.
10. **Tomahawk Report:** Leydet presented the Tomahawk report which shows expenses of \$58,026 and forty-six runs for February. Tomahawk is at 16.62 percent of budget for

2020. Report was placed on file. The Committee requested that the provider reports be in the meeting packet prior to the meeting. Leydet explained the timing issues and suggested that the Committee receive reports a month in arrears. To that end, no provider reports will be on the Committee agenda next month, but will continue in the month of May.

- 11. Merrill Report:** Klug presented the Merrill report which showed one hundred and sixty-seven patient contacts for February. February expenses were \$76,542.36 or 16.22 percent of the 2020 budget. Klug reported that the union contract for 2020 is currently in the mediation process. The City is paying off of the 2019 contract, so when the contract settles there will be a payout for 2020 wages and benefits. Discussion followed. Report was placed on file.
- 12. Monthly Charge Report, Write-offs and Collections:** Leydet presented the reports which shows 163 billable runs in February. Leydet reported revenue of \$39,000 over budget for the year. The accounts receivable balance \$386,411.79 at the end of February and is current. Write-offs in the amount of \$14,815.80 are being requested. Discussion followed. M/S Ratliff/Ashbeck to approve the report, write-offs and collections. Motion carried; all ayes.
- 13. Review YTD Budget Reports:** The report was in the packets and shows EMS expenses at 10.3 percent of budget. Discussion followed. Report was placed on file.
- 14. 2019 Budget Modification** – Leydet presented the budget modification which adjusts for expenditure accounts and increased grant revenue. Overall EMS spent 98.7 percent of the 2019 budget. Leydet reported that the budget modification will need to go to the Finance Committee since it increases the overall appropriation by less than 10 percent. M/S Voermans/Ashbeck to approve and forward to Finance Committee. Motion carried; all ayes.
- 15. Review Year-to-date Budget Report:**
  - a. Clerk of Courts – Peterson:** Peterson mentioned that the reports weren't given in time to make the packet and she handed them out at the meeting. The 2019 Clerk of Courts End of Year report is over budget. This is due to Medical & Psychological line item and Attorney Fees. 2020 Family Court Commission and Clerk of Courts budgets are at 15 percent; there are no concerns at this time.
  - b. Circuit Court – Byer:** Byer mentioned that 2019 is over budget for Attorney Fees. 2020 budget looks good.
  - c. District Attorney – Bayne-Allison:** Leydet said the DA hasn't brought any concerns to his attention.
- 16. Review and Approval of Clerk of Courts Travel Expense Reimbursement:** Peterson mentioned that this was for a mandatory conference that she attended. Discussion followed. M/S Voermans/Ashbeck to approve travel expenses for Marie Peterson. Motion carried, all ayes.
- 17. Clerk of Courts 2019 Carry Over Request for Baliff Salaries – Peterson:** A trail that was supposed to happen in 2019 has been moved to October of 2020 and is asking to carry over \$15,000 to cover jury trail costs. Discussion followed. M/S Voermans/Loka to approve the 2019 carry over request for jury trail costs. Motion carried; all ayes.

- 18. Clerk of Courts 2019 Carry Over request for Interpreter Expenses – Peterson:**  
Peterson mentioned that she worked with Dan Leydet to have these monies carried over each year as mandated by the State. Discussion followed. M/S Voermans/Ashbeck to approve of carry over request for Interpreter Expenses. Motion carried; all ayes.
- 19. Clerk of Courts 2019 Budget Modification – Peterson:** Peterson is requesting line-item transfers to cover end of the year over budget items. Discussion followed. M/S Loka/Bolder to approve and forward to Finance Committee. Motion carried; all ayes.
- 20. Family Court Commissioner 2019 Budget Modification – Peterson:** Peterson is requesting line-item transfers to cover end of the year Legal Assistance. Discussion followed. M/S Voermans/Ratliff to approve and forward to Finance Committee. Motion carried; all ayes.
- 21. Family Court Commissioner 2020 Budget Modification – Peterson:** Peterson is requesting a budget modification for Legal Assistance. Discussion followed. M/S Voermans/Loka to approve and forward to Finance Committee. Motion carried; all ayes.
- 22. Family Court Commissioner 2019 Carry Over Request for Mediation Fees Expense – Peterson:** Peterson explained that the \$9,996 for mediation is an annual carry over mandated by state statues. Discussion followed. M/S Voermans/Ratliff to approve and forward to Finance Committee. Motion carried; all ayes.
- 23 Circuit Court Contingency Fund Request – Byer:** Byer explained that there was a shortfall in attorney fees of \$2,095.18. This amount is needed to cover shortfall in operating expenses. Discussion followed. M/S Loka/Voermans to approve and forward to Finance Committee. Motion carried; all ayes.
- 24. Circuit Court 2019 Budget Modifications – Byer:** Byer explained the need for the budget modifications. Discussion followed. M/S Voermans/Ashbeck to approve and forward to the Finance Committee. Motion carried; all ayes.
- 25. Review/Approve Register in Probate Time Sheets from 1/27/2020-2/9/2020 and 2/10/2020-2/23/2020 – Byer:** Byer requested approval of her time sheets. M/S Loka/Bolder to approve Byer’s time sheets as presented. Motion carried; all ayes.
- 26. Set Next Meeting Date:** April 8, 2020 at 7:30 a.m. in the Lincoln County Service Center Room 257.
- 27. Adjourn:** M/S Bolder/Ratliff to adjourn at 8:29 a.m. Motion carried. All Ayes.

Minutes prepared by Nathan Walrath, Kari Weiland, Dan Leydet, Becky Byer, and Marie Peterson; compiled by the County Clerk’s Office.