



## **MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE**

**DATE:** March 13, 2012

**TIME:** 5:00 p.m.

**PLACE:** Manitowoc County Courthouse (Room B-15)  
1010 S. 8<sup>th</sup> St., Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order and roll call
2. Approval of previous minutes
3. Public Input
4. Report from Coroner
  - a. Review current month/YTD actuals
5. Report from Register in Probate/Circuit Court Commissioner
  - a. Review current month/YTD actuals
  - b. Review status of overtime
  - c. 2011 Year End Report – case loads, finances etc.
  - d. Update on Register in Probate office activities, staffing, facilities and discussion of concerns for future
6. Report from District Attorney
  - a. Review current month/YTD actuals
  - b. Review status of overtime
7. Report from Family Court Commissioner
  - a. Review current month/YTD actuals
  - b. Review status of overtime
8. County Executive Report on Sheriff's Department Staffing
9. County Executive Report on Overtime
10. Report from Sheriff
  - a. Review current month/YTD actuals
  - b. Review status of overtime
  - c. Adult Jail & Juvenile Detention Center Population Reports (copies to be sent to Committee)
  - d. Discussion on non-represented Sheriff's Department employees on Scuba and SWAT teams, K9 officers and Court call-in

Date: March 7, 2012

Rick Henrickson, Chairperson  
By: Kathy Leist, Business Operations Mgr.  
Manitowoc County Sheriff's Department

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**Public Safety Committee Meeting**  
**Manitowoc County Courthouse (Room B-15) 1010 S. 8<sup>th</sup> St. Manitowoc, WI**  
**March 13th, 2012**

Attendance: Chairman Rick Henrickson, Supervisor Mike Bauknecht and Supervisor Randy Vogel. Supervisor's Rick Gerroll & Joe Panosh were excused.

Note: The meeting was late due to a quorum needed. Supervisor Bauknecht was in attendance at the highway committee meeting at the same time and his participation was needed for a quorum.

Also in Attendance: District Attorney Mark Rohrer, Personnel Director Sharon Cornils, Register in Probate/Court Commissioner Patricia Koppa, Coroner Curtis Green, Sheriff Rob Hermann, Inspector Greg Schetter, Inspector Todd Hermann, (15 members of the Manitowoc County Special Operations Squad (SOS) Swat); MTSO (Non Rep) Jason Orth, Dan Hartwig, Scott Senglaub, Kevin Haese, Todd Cummings; MTSO (Rep) Jeff Froelich, Andy Beck, Jeff Horneck, Mark Brotske; MTPD Corie Pusel, Jeff Buck, Jeremy Weber, Jason Erickson and TRPD John Reimer along with Andrew Raatz.

The meeting was called to order at 5:35 p.m. by Chairman Henrickson.

The minutes of the December 20<sup>th</sup>, 2011 were approved unanimously after motion made by Supervisor Bauknecht and seconded by Supervisor Vogel.

After consideration to all, the agenda was changed this evening moving;

No. 9 County Executive report on Overtime to No. 3 position due to County Executive Robert Ziegelbauer being in Madison for the Assembly Session. Personnel Director Sharon Cornils was on hand to assist Mr. Ziegelbauer on a long distance conference call. No objections to the move.

Robert Ziegelbauer then gave a report on the counties overtime standing while speaking about the "Overtime Reduction Project". At the present time the 2012 budget is in place and we can't afford to do more. Spoke about sick leave & unpaid leaves of absence are things which cause overtime. Past reviews showed that OT was way out of norm and extremely expensive. The overtime pay is closely being monitored. He then answered Supervisors questions. Sharon Cornils then gave out handouts reflecting Overtime Pay between different county employees and different departments including the Sheriff's Dept. Sworn and Corrections Officers including Joint Dispatch.

Public Input:

First, Mr. Ralph Pfeifer, 803 25<sup>th</sup> St. T.R. spoke in favor and attempting to implement a special court for veterans. The court would be held in Sheboygan for all Manitowoc County veterans along with Sheboygan County Veterans. Spoke about H.R. 2138 through the US Senate. Costs would be incurred by the Federal Government. He said that he gave out 27 different information packets to all area judges, etc. and did not receive one response back. He has been speaking with Sheboygan County judges including Hon. Angie Sitkiwietz (?) to implement this project. It would be up to the arrested veteran if they wanted to go to veteran's court or the presiding judge in regular circuit court. Mr. Pfeifer would like this to proceed.

Second, Todd Hermann spoke on behalf of Ins. Schetter who had to leave the meeting for another obligation, he read from a prepared statement asking for members to be compensated fairly, currently five members of the SOS team who are MTSO (Non Reps) are not being treated fairly.

Third, Jeff Froelich, All SOS members should be treated fairly. He has been on the SOS team for 12 years. Last Year, 2011, there were a total of (19) various calls for SOS throughout Manitowoc County. The SOS Team Supervisory staff is not being treated fairly at this time. These calls are physically and mentally challenging. They should be compensated just the same as other members. We cannot afford to lose these five senior officers from the SOS teams that are not being compensated fairly.

Fourth, Jeff Horneck, Spoke in favor of SOS Members and MTSO Supervisory staff should be treated with equitable pay for making split second decisions facing life & death.

Fifth, Todd Cummings should be treated equal and should get the pay of all other SOS Members. We carry pagers and get paged out on a moment's notice. We have a very dedicated team.

Sixth, Dan Hartwig said that the Supervisory staff on SOS should be treated equal as they usually have extra duties. There are a total of nine employees' from the sheriff's dept. alone on the SOS team.

Seventh, Coroner Green spoke in favor of the SOS team. They should be treated with equal pay. He stated he is not happy that the Personnel Director left this meeting without listening to the SOS team members concerns.

Eighth, Court Commissioner Patricia Koppa spoke in favor of the SOS team. She agreed with Coroner Green.

Ninth, Jason Orth said that Supervisory members are carefully considering leaving the SOS team. They want to be treated as fair as SOS Members from MTSO (Represented), Manitowoc PD and Two Rivers PD SOS members who all get Overtime for being dispatched to an SOS call.

Tenth, District Attorney Mark Rohrer is in favor of the SOS Team and pointed out that they are a necessity of this County. It is needed and necessary. Less is less and this County is there at this point in time. We can't afford to wait to call other SOS Members from other counties when seconds on any situation counts on a life or death matter. They should be treated fairly and compensated equally.

Public Input was closed at 6:34 p.m.

Coroner Curt Green gave his report. His Dept. was under budget by about \$8,000. - \$12,000. for the year ending 2011. He handed out YTD figures/hand out. He will be attending training soon.

Register in Probate/Circuit Court Commissioner Pat Koppa reviewed current month/YTD actual. No OT. She tries to raise money by collecting as much as she can. She handed out YTD figures/handouts.

DA Mark Rohrer spoke about his budget which is on track. Long term employee Bev Badker is retiring in May. The DA's Office is 2.5 to 3.0 people short. The DA needs to fill the soon to be vacated position ASAP. This position is absolutely necessary. He is meeting with the comptroller and the personnel director tomorrow at 11:00 a.m. regarding this. It does help to have interns/college students come in and assist with paperwork at the DA's Office.

Sheriff Rob Hermann gave his report. He said that Kathy Leist is retiring on 5/11/12. Year to month actual regarding OT is really good. Employees have been promoted for the employees who are retiring. They are OK on the budget at this time and the weather helped us out over winter. OT is in line. They are down on personnel. Since 2009 they have lost two corrections officers, 2009 to 2010 lost a sheriff's deputy position. They have been dealing with personnel leaving due to military duties, serious health issues and a serious car accident.

The Sheriff presented a written request to the Personnel Committee regarding Overtime Rules on 03-05-12 in regards to compensating his management staff with OT when they are called in for Court, Scuba, SOS or K-9. By taking away the premium pay for those activities he is worried

employees won't want to participate in those activities any longer. He handed out an OT proposal.

The cost of paying the premium pay for Scuba, SOS, and K-9 is approx. \$2,000. per year for the management staff.

Side by side on the same SOS call, MTSO Supervisory staff are making \$8.00 to \$11.00 dollars an hour less than the MTSO WPPA sworn employee's.

The employee's are equal now on the County Insurance but not on the pay.

There was discussion on non-represented Sheriff's Department employees on Scuba and SWAT Teams, K-9 Officers & Court Call-in and possible action on same.

Lost State inmates last November at the jail.

Spoke about Jail and Juvenile Detention populations. Continue to talk with Sheboygan for housing Sheboygan juveniles at our detention center.

A motion was made by Chairman Henrickson to adjourn the meeting, seconded by Supervisor Bauknecht. All in favor.

Meeting adjourned at 7:45p.m.

Respectfully Submitted,

Secretary Randy S. Vogel



## **MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE**

**DATE:** May 15, 2012

**TIME:** 6:30 p.m.

**PLACE:** UW-Manitowoc (Cafeteria)  
705 Viebahn St., Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Approval of previous minutes
3. Public Input
4. Discussion of Ordinance Amending Manitowoc County Code 4.13(7) (Sheriff's Office Fees – Vehicle Escort)

Date: May 9, 2012

Rick Henrickson, Chairperson

By: Holly Herzog, Business Operations Mgr.  
Manitowoc County Sheriff's Office

*Notice received in County Clerk's Office: May 10, 2012*

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Public Safety Committee  
University of Wisconsin – Manitowoc, City of Manitowoc  
May 15, 2012

Attendance: Chairperson Rick Henrickson, Supervisor Mark Kopecky, Supervisor Randy Vogel, and Supervisor James Baumann.

Supervisor Dave Nickels, excused.

Also Present: Robert Hermann, Sheriff; Patricia Koppa, Register in Probate/Circuit Court Commissioner.

Call to Order: Chairperson Henrickson called the meeting to order at 6:30 p.m.

Approve Minutes of March 13, 2012 Public Safety Committee meeting: Supervisor Vogel motioned to approve the minutes of the March 13, 2012 Public Safety Committee, seconded by Supervisor Henrickson. Upon vote, the motion carried unanimously.

Public Input: Chairperson Henrickson called for public input three times. Seeing none, public input was closed at 6:31 p.m.

Discussion of Ordinance Amending Manitowoc County Code 4.13(7) (Sheriff's Office Fees – Vehicle Escort): Sheriff Rob Hermann reported regarding the proposed fee increase for vehicle escort. The proposal increases the fee from \$40/ hour to \$70/ hour. The fee has not been increased in more than twenty years. Reported regarding the costs involved in escort. Answered Supervisors questions.

Motion by Supervisor Baumann, second by Supervisor Vogel to recommend amendment of the County Code to increase the Sheriff Department fee for vehicle escort as proposed. Upon vote, motion passed unanimously.

Discuss and establish a regular meeting date and starting time for Public Safety Committee: The committee discussed the best meeting time for the membership, and decided that the regular meetings of the Public Safety Committee will be the first Tuesday of the month at 5 p.m. in the County Courthouse, Room B-15.

The annual committee tour and inspection of the Manitowoc County Jail and Juvenile Detention Facility will be immediately after the next meeting on June 5, 2012. Additionally, each of the departments that report to the Public Safety Committee should appear at one of the next two meetings to familiarize new committee members with their operations. Chairperson Henrickson will determine the date for each department. The committee must also select a Vice-chair and Secretary at the next meeting.

Adjournment: Supervisor Vogel motioned to adjourn, seconded by Supervisor Kopecky. Motion passed upon unanimous voice vote and the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Patricia Koppa  
Manitowoc County Register in Probate



# MANITOWOC COUNTY

## PUBLIC SAFETY COMMITTEE

### AMENDED MEETING NOTICE

DATE: June 5, 2012  
TIME: 5:00 p.m.  
PLACE: Manitowoc County Courthouse (Room B-15)  
1010 S. 8<sup>th</sup> St., Manitowoc WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order by Chair Rick Hendrickson:
  - a. Election of Public Safety Committee Vice-Chair
  - b. Election of Public Safety Committee Secretary
2. Approve minutes of the May 15, 2012 Public Safety Committee meeting
3. Public Input regarding any matters that will be taken up at this meeting
4. Register in Probate/Circuit Court Commissioner Patricia Koppa
  - a. General overview of Probate office and Circuit Court Commissioner position
  - b. Report on Office Operations
    - (1) First quarter of 2012: including case load and financials compared to past experience
    - (2) April and May case and financial information as available
    - (3) Status of file purging project
    - (4) Use of interns and Call- in temporary help
5. District Attorney Mark Rohrer:
  - a. Report on department functions and operations
  - b. Update on DA staffing
  - c. New discovery procedure with Manitowoc Police Department
6. Clerk of Court Lynn Zigmunt: Report on Office Operations
  - a. First quarter 2012 current and comparable financials (including OT and collections)
  - b. Update on COC staffing
  - c. Update on hearing loop installations in courtrooms
7. Sheriff Robert Hermann
  - a. Report on department functions and operations
  - b. Adult Jail & Juvenile Detention Center Population Reports (copies to be sent to Committee)
  - c. Discussion of SOS equalizing pay
  - d. *Discussion and action upon proposed amendment to County Code § 6.285 (Social Host Ordinance)*
  - e. *Out-of-State Travel for Joseph Keil*
8. Discussion of Resolution Amending Budget (Office of Emergency Management)
9. Jail Inspection
10. Announcements
11. Adjournment

Date: May 29, 2012  
*Amended: June 4, 2012*

Rick Hendrickson, Chairperson  
By: Patricia Koppa  
Register in Probate

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Manitowoc County Public Safety Committee  
Courthouse 1010 S. 8th Street, City of Manitowoc, WI

June 5, 2012

Attendance: Chairperson Rick Hendrickson, Supervisor Mark Kopecky, Supervisor Randy Vogel, Supervisor Dave Nickels and Supervisor James Baumann.

Also Present: Robert Hermann, Sheriff; Patricia Koppa, Register in Probate; Lynn Zigmunt, Clerk of Court; Mark Rohrer, District Attorney; Inspector Gregg Schetter; Jail Administrator Jason Jost; Lt. Kevin Haese

Call to Order: Chairperson Hendrickson called the meeting to order at 5:00 p.m.

Election of Vice Chair: Chairperson Hendrickson called for nominations for Vice Chair, noting that Supervisor Vogel had served on the committee during the prior term. Supervisor Nickels nominated Supervisor Vogel. Supervisor Kopecky seconded the nomination. There being no other nominations, Chairperson Hendrickson called for a vote. Supervisor Vogel was unanimously elected.

Election of Secretary: Chairperson Hendrickson called for nominations for Secretary, noting the duties of same. Supervisor Vogel nominated Supervisor Baumann, with a second by Supervisor Kopecky. There being no other nominations, Chairperson Hendrickson called for a vote and Supervisor Baumann was unanimously elected.

Public Input: Chairperson Hendrickson called for public input three times. Seeing none, public input was closed at 5:04 p.m.

Approve Minutes of May 15, 2012 Public Safety Committee meeting: Supervisor Nickels moved to approve the minutes of the May 15, 2012 Public Safety Committee, seconded by Supervisor Baumann. Upon vote, the motion carried unanimously.

Department Director Reports

Register in Probate's Office: Circuit Commissioner/ Register in Probate Patricia Koppa provided a general overview of the Probate office, the role of the Register in Probate vs. Probate Registrar and the Circuit Court Commissioner position. She then reviewed materials provided to the supervisors regarding first quarter of 2012 case load and financials as well as such April and May case and financial information. Commissioner Koppa concluded her report by explaining a little of the document and file purging project that her office has been working on as well as the assistance provided to the office by interns and call in staff.

District Attorney's Office: District Attorney Mark Rohrer reported on his department's functions and operations. DA Rohrer indicated the newly hired paralegal would begin work approximately June 17 and that his office would also have an intern working over the summer. Finally he explained a new discover procedure that has been instigated with the Manitowoc City Police department for sharing evidence digitally over a secure internet connection rather than on electronic media as in the past. This change is expected to save significant man-hours for the police department as well as storage and file space for all

involved. DA Rohrer anticipates that other agencies will want to copy the program if it works as well as anticipated. Supervisors then asked questions.

Clerk of Court Office: Clerk of Court Lynn Zigmunt reported on office operations as well as the first quarter 2012 current and comparable financials (including OT and collections). She reported that there has been no overtime in her office thus far this year. Clerk of Court Zigmunt reported on a retirement and how that would result in some reorganization within the office. There will again be a designated family clerk as of July 16. There will be further cross training and a new counter person will be hired later in summer. Finally, Clerk of Court Zigmunt reported regarding the completed installation of the hearing loop systems in the courtrooms and B-15. Clerk of Court Zigmunt answered supervisors questions, including explaining that there essentially no extra hours worked (rather than simply no overtime due to the new rules) as staff is flexing rather than working extra hours.

Sheriff's Department: Sheriff Robert Hermann reported on department functions and operations answering questions as required. Supervisors had no questions regarding the previously distributed Adult Jail & Juvenile Detention Center Population Reports.

Pay Equalization for the SOS and other specialty teams. Sheriff Hermann explained to the supervisors how Manitowoc County policy changes after Act 10 have resulted in pay disparity between members of the Special Operations Team, Scuba Team, and K-9 units. He also explained disparity in other call in situations providing examples. Sheriff Herman presented the committee with a document titled "Overtime Rules" and dated June 5, 2012 outlining his proposal to equalize pay for these persons. He estimated the annual cost of implementation of this proposal for the specialty teams as approximately \$2000-3000, or less if the teams are not called out. As for the call in situations, he believes there would be no cost as the same amount is paid under the current rules; the difference being whether the employee must remain at work or is paid a minimum and allowed to go home.

After discussion, Supervisor Nickels moved to accept the Sheriff's report and proposal for a change in the application of the overtime rules and to direct Chairperson Henrickson to pursue further action with the personnel committee. Supervisor Baumann seconded the motion. The motion passed unanimously. Chairman Henrickson will contact Supervisor Kevin Behnke, chair of the personnel committee, to have the matter placed on that committee's next agenda, if possible, and to request a joint meeting.

Discussion of Ordinance Amending Manitowoc County Code § 6.285 (Social Host Ordinance): Sheriff Rob Hermann reported regarding proposed amendment, which is a renumbering of the ordinance to make it easier to enter the charge in the computer system as the current ordinance number does not fit in the available field; the current work around is time consuming.

Supervisor Nickels made the motion which was seconded by Supervisor Kopecky to recommend amendment of the County Code as proposed. Upon vote, motion passed unanimously.

Discussion of Out-of-State travel for Joseph Keil: Sheriff Herman requested the committee recommend that the County Board approve out-of-state travel by Deputy Joseph Keil for Drug Recognition Expert training. There is no cost to the county beyond the normal wage and benefit costs during attendance

The motion was made by Supervisor Vogel, seconded by Supervisor Nickels, to recommend approval of the resolution. Upon vote, the motion passed unanimous.

Discussion of Resolution Amending Budget (Office of Emergency Management) Chairperson Henrickson presented a resolution authorizing acceptance of additional reimbursement by the Manitowoc County Office of Emergency Management office from Florida Power and Light and directing changes to the 2012 budget as necessary.

Supervisor Vogel so moved, with a second by Supervisor Kopecky. The motion was unanimously passed.

Jail Tour: The committee toured the jail and juvenile detention center. Jail Inspector Jost and Sheriff Hermann answered questions during the tour.

Announcements: Chairperson Hendrickson reminded everyone of the next meeting scheduled for July 10, 2012 at 5:00 p.m. in Room B-15 of the County Courthouse. The remaining departments overseen by the Public Safety Committee (Family Court Commissioner, Coroner and Emergency Services Division) will report. There will also be a tour of the morgue and the Joint Dispatch Center.

Adjournment: Supervisor Baumann moved that the meeting be adjourned. Supervisor Nickels seconded the motion. The motion was unanimously approved and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Patricia Koppa  
Register in Probate



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE AND PUBLIC SAFETY COMMITTEE**  
**JOINT MEETING NOTICE**

DATE: July 9, 2012

TIME: 4:45 p.m.

PLACE: Communications and Technology Building  
1024 South 9<sup>th</sup> Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered.

1. Call to order
2. Discussion of Sheriff's proposal to amend overtime rules for Sheriff's Department Patrol Supervisors
3. Adjournment

Date: July 3, 2012

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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## Joint Meeting of the Personnel & Public Safety Committees

Monday, July 9<sup>th</sup>, 2012; 4:45 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh, Nickels, Kopecky, Vogel, Henrickson and Hoff

ALSO PRESENT: Bob Ziegelbauer, County Executive; Rob Hermann, Sheriff; Gregg Schetter, Inspector; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The joint meeting was called to order at 4:48 p.m.

Discussion took place regarding the Sheriff's proposal to amend the overtime rules for Sheriff's Department Patrol Supervisors. Supervisor Henrickson clarified with the Sheriff that this issue is an issue of providing equality. The services provided are a necessity and not a luxury.

Supervisor Vogel talked about Bob Ziegelbauer's comments at the June meeting when he talked about the higher retirement contribution for law enforcement and their ability to retire at a younger age. Vogel said the average life expectancy for a law enforcement officer is 57/58 years old. He agreed that other County employees get called out and don't get extra compensation for it, but the SWAT calls are totally different. These calls affect an officer's entire body. They are putting their life on the line. Supervisor Vogel questioned Inspector Schetter on the comparisons he did with other agencies. Inspector Schetter said all the agencies he contacted paid overtime or some premium pay for these additional assignments.

Supervisor Behnke clarified that our employees are getting paid but at a straight time rate and they want the same compensation as the officers represented by WPPA. He also stressed if we are talking about fairness, we need to consider all employees who get called out and identified social workers who get called to domestic violence situations and other difficult situations. He is concerned that if we make a change for the Patrol Supervisors, we are opening a window that the County cannot afford.

Supervisor Nickels asked if any of these employees received an increase in 2012 and Sharon Cornils informed him that the Patrol Supervisors did receive an increase, but WPPA is still operating under a 2010 agreement.

Bob Ziegelbauer distributed a printout of the highest paid employees in 2011 which shows the Patrol Supervisors are among the most highly compensated employees.

Supervisor Hoff asked Sharon a number of questions regarding the 171 rule for overtime and why that standard is used for law enforcement. He also wondered if the Sheriff's Department wanted to implement a 12-hour shift, would that require approval by the Committee or the Board and the Committee and Corporation Counsel confirmed that it would. He also questioned Sharon on the changes that have been made since the collective bargaining agreements expired.

The Committees asked Bob for his comments. He explained why the Committee should not make the proposed changes. The previous County Board worked hard to address inequities and eliminate the "feather-bedding" that had been going on and we can't afford to go backwards.

People are being treated fairly and generously and the Committees have to remember they represent the taxpayers. When asked if he felt it was inappropriate to pay people a premium for providing the services of SWAT, Scuba, etc. he said this wasn't about paying people a premium, this was about resistance to change and wanting what the next guy has.

There was considerable discussion about how SWAT was different from court call ins due to the danger officers are in when performing SWAT functions. Sheriff Hermann, said he would have considered eliminating court call-ins from his proposal if Bob would have wanted to discuss that, but that discussion never took place. He again emphasized the need to have the premium pay in place to maintain those specialized teams and if we didn't, we could lose highly trained officers.

There being no other discussion, a motion was made by Maresh and seconded by Vogt to adjourn the joint meeting at 5:45 p.m. Motion carried.

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Susie Maresh, Secretary

Date



**MANITOWOC COUNTY**  
**PUBLIC SAFETY COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: July 10, 2012  
TIME: 5:00 p.m.  
PLACE: Manitowoc County Courthouse (Room B-15)  
1010 S. 8<sup>th</sup> Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order and roll call.
2. Approve minutes of the June 5, 2012 Public Safety Committee meeting.
3. Public Input.
4. Report from County Executive Robert Ziegelbauer.
  - a. Progress (and problems) Overtime.
  - b. Future of the Juvenile Detention Center.
5. Response to County Executive's report – Sheriff Robert Hermann.
6. *Response to County Executive's report regarding Juvenile Detention Center -Court Commissioner Patricia Koppa.*
7. Report from Family Court Commissioner Lorene Mozinski.
8. Report from Emergency Services Division Nancy Crowley, Director.
  - a. Brief overview of the purpose and objectives of the Emergency Services Division.
  - b. Explanation of Division's two departments: Office of Emergency Management and Joint Dispatch.
  - c. Operating budgets for both departments.
  - d. Staffing.
9. Report from Coroner Curtis Green.
  - a. Use of temporary staffing assistance in office operations.
  - b. File purging process for coroner's records.
  - c. 1st quarter 2012 stats.
10. *Discussion and possible action regarding Sheriff's June 5 proposal and possible alternatives regarding overtime and call in compensation for supervisory staff on specialty team calls and court appearances outside regularly scheduled shifts.*
11. *Announcements and discussion regarding holding regular meeting on SECOND Tuesday of the month rather than the first Tuesday.*
12. Tour of Coroner's office/facilities led by Curtis Green.
13. Tour of Joint Dispatch Center led by Nancy Crowley and Paul Hacker, JDC Supervisor.
14. *Adjournment.*

Date: July 5, 2012  
*Amended: July 10, 2012*

Rick Henrickson, Chairperson  
By: Patricia Koppa  
Register in Probate

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Manitowoc County Public Safety Committee  
Manitowoc County Courthouse, City of Manitowoc

July 10, 2012

Attendance: Chairperson Rick Henrickson, Supervisor Mark Kopecky, Supervisor Randy Vogel, Supervisor James Baumann and Supervisor Dave Nickels.

Also Present: Register in Probate/Circuit Court Commissioner Patricia Koppa, Family Court Commissioner Lorene Mozinski, Coroner Curtis Green, Emergency Services Director Nancy Crowley Sheriff Robert Hermann, County Executive Robert Ziegelbauer, Supervisor Kevin Behnke.

Additional Persons Present: Jason Jost, Gregg Schetter, Nicole Behrman, Melia Prange, Joel Campbell, Katie Coenen

Call to Order: Chairperson Henrickson called the meeting to order at 5:00 p.m.

Approve Minutes of June 5, 2012 Public Safety Committee meeting: Supervisor Dave Nickels moved to approve the minutes of the June 5, 2012 Public Safety Committee meeting, seconded by Supervisor James Baumann. Upon vote, the motion carried unanimously.

Public Input: Chairperson Henrickson called for public input.

Nicole Behrman spoke regarding continuing morale issues among the Joint Dispatch staff and asked that the supervisors look further into issues regarding scheduling.

Chairperson Henrickson called three times for further public input; as no one else wished to speak, public input was closed at 5:04 p.m.

County Executive Robert Ziegelbauer reported on the progress and problems addressing overtime. He presented the most recent reports noting where he felt work was still needed and where change has been achieved. Supervisors asked questions, County Executive Ziegelbauer responded.

County Executive Ziegelbauer also presented information regarding the Juvenile Detention Center operations and costs. He stated his current intention to propose closing the facility as part of the 2013 budget. Supervisors asked questions of both County Executive Ziegelbauer and Sheriff Robert Hermann. Discussion continued with references to the proposal to close made in 2010. The County Executive reported that any proposal will be presented part of the budget and not as a separate resolution.

Sheriff Robert Hermann responded to the County Executive's report. providing additional information. The committee asked questions and discussed the provided information.

Court Commissioner Patricia Koppa briefly commented asking supervisors to seek additional information regarding how the facility is used and to remember that there is a significant human impact on the juveniles and families if they placed, even temporarily, out of county.

Department Reports:

Office of the Family Court Commissioner: Family Court Commissioner Lorene Mozinski provided handouts and reported regarding office operations including annual caseload and statistics. Commissioner Mozinski also explained how funding from other agencies contributes to her office and the mediation and educational programs coordinated by the family court.

Emergency Services: Division Director Nancy Crowley gave a brief overview of the purpose and objectives of the Emergency Services Division and explained the Division's two departments: Office of Emergency Management and Joint Dispatch. Her report included the operation budgets of both departments and staffing. Director Crowley also provided the committee with handouts.

Coroner: Coroner Curtis Green briefly reported on his department, the use of temporary staffing assistance in office operations and the file purging and digitization he is exploring for coroner's records. He indicated that he will need to provide statistics for the first half of the year at a later date and asked that the tour be postponed due to the condition of the morgue. Chairperson Henrickson agreed to move the tour to a date to be determined.

Sheriff: Sheriff Robert Hermann reported on his discussions with the County Executive that took place after the personnel committee meeting on July 9, 2012 in reference to compensation for supervisory staff with patrol duties in certain circumstances. He is in negotiations with the Executive regarding alternatives to the June 5 proposal. He anticipates removing the minimum compensation for court call-ins from the proposal. The supervisors discussed changes and additional options. The committee thanked Sheriff Hermann for his efforts and encouraged him to continue meeting with the Executive to bring a proposal to the August Personnel Committee meeting as instructed.

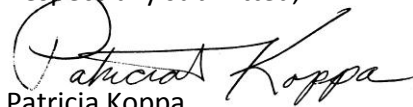
Executive Ziegelbauer indicated that there isn't any thing for this committee to act upon as any proposal is still in negotiations. Chairman Henrickson agreed that in light of the discussions between the sheriff and county executive, no action was needed; the full committee concurred.

Announcements: Supervisor Nickels asked that the regularly scheduled Public Safety Committee meetings be held on the second Tuesday of the month to avoid a conflict with the Personnel committee. Supervisor Henrickson is not available at that time so other options were discussed. All members agreed to holding the meetings on the second Wednesday of the month. The next meeting date is August 8, 2012.

Joint Dispatch Center Tour: The committee proceeded to the Joint Dispatch Center for a tour led by Emergency Services Division Director Nancy Crowley and Paul Hacker, JDC Supervisor. Those participating had many questions and learned about center operations and various projects currently being undertaken to continue improving yet operate in the most efficient way possible. Difficulties regarding staff shortages discussed. All present appreciated the state of the art facility.

Adjournment: Supervisor Baumann moved to adjourn, Supervisor Kopecky seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 7:32 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patricia Koppa".

Patricia Koppa  
Register in Probate



## **MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE**

**DATE:** August 8, 2012

**TIME:** 5:00 p.m.

**PLACE:** Manitowoc County Courthouse (Room B-15)  
1010 South 8th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of July 10, 2012 committee meeting minutes.
3. Public Input.
4. Discussion and possible action regarding Emergency Services Division request:  
Resolution Authorizing Out-of-State Travel by Nancy H. Crowley.
5. Report from Register in Probate/Circuit Court Commissioner Patricia Koppa  
Second quarter 2012 case filings, revenue and expenses.
6. Report from Sheriff Robert Hermann
  - a. Update on status of overtime pay for SWAT, Scuba, and K-9 teams.
  - b. Update on hiring process.
  - c. Discussion on possible closing of Juvenile Detention Center and the impact to the jail operation.
7. Announcements – Next meeting date.
8. Adjournment

Date: July 31, 2012

Rick Henrickson, Chairperson  
Prepared by: Patricia Koppa, Register in Probate

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Manitowoc County Public Safety Committee  
Manitowoc County Courthouse, Rm. B-15  
1010 South 8th Street, Manitowoc WI

August 8, 2012

Attendance: Chairperson Rick Henrickson, Supervisor Randy Vogel, Supervisor James Baumann and Supervisor Dave Nickels. Supervisor Mark Kopecky is excused.

Also Present: County Executive Robert Ziegelbauer, Register in Probate/Circuit Court Commissioner Patricia Koppa, Sheriff Robert Hermann

Additional Persons Present: Joy Brixius, Jeff Hastreiter, Elaine Diedrich

Call to Order: Chairperson Henrickson called the meeting to order at 5:01 p.m.

Approve Minutes of July 10, 2012 Public Safety Committee meeting: Supervisor Randy Vogel moved to approve the minutes of the July 10, 2012 Public Safety Committee, second by Supervisor James Baumann. Upon vote, the motion carried unanimously.

Public Input: Chairperson Henrickson called three times for public input. Seeing none, public input was closed at 5:04 p.m.

Resolution: Chairperson Hendrickson presented a resolution for out-of-state travel by Emergency Management Division Director Nancy Crowley. The expenses are fully funded from non-tax revenue. County Executive Robert Ziegelbauer provided additional information in response to supervisors' questions. Motion to forward the resolution to County Board made by Supervisor James Baumann and seconded by Supervisor Randy Vogel. Motion passed unanimously upon voice vote.

Department Reports:

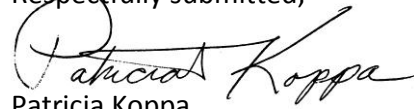
Register in Probate/Circuit Court Commissioner Patricia Koppa presented the committee with a written report on the filings to date in her office as well as income and expenses through second quarter 2012.

Sheriff Robert Hermann provided an update upon the pay proposal for the supervisory (unrepresented) members of the SWAT, Scuba and K-9 teams. The County Executive and Sheriff came to an agreement which was presented to and approved by the Personnel Committee. This resolution will be brought to the full County Board at the August 21, 2012 meeting. Sheriff Hermann also reported regarding the status of hiring additional patrol officers. Finally, Sheriff Hermann presented the committee additional information regarding the Juvenile Detention Center and the impact that closing the center would have on jail operations. This included a historical review of jail and juvenile center staffing. Discussion included costs of operation, information from Sheboygan County's study regarding their detention center, and the Department of Corrections inspection reports. Sheriff Hermann, with help of staff in attendance, answered the supervisor's questions.

Announcements: Chairperson Hendrickson reminded everyone that the next regular meeting of the Public Safety Committee is scheduled for September 12, 2012 at 5:00 pm in Room B-15 of the County Courthouse. Supervisors discussed the possibility of a joint meeting with the finance as mentioned at last County Board meeting. No such meeting has been set or discussed. County Executive stated he anticipates a future meeting with all members of the County Board when he is prepared to present his proposal regarding the Juvenile Detention facility.

Adjournment: Supervisor David Nickels moved to adjourn, Supervisor James Baumann seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 5:33 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Patricia Koppa". The signature is written in dark ink and is positioned above the printed name.

Patricia Koppa

Manitowoc County Register in Probate



## **MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE**

**DATE:** August 21, 2012

**TIME:** 6:45 p.m.

**PLACE:** UW-Manitowoc (Cafeteria)  
705 Viebahn St., Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Approval of previous minutes
3. Public Input
4. Approval of Resolution Authorizing Out-of-State Travel for Deputy Curtis Raube.

Date: August 17, 2012

Rick Henrickson, Chairperson  
By: Holly Herzog, Business Operations Mgr.  
Manitowoc County Sheriff's Office

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Manitowoc County Public Safety Committee  
University of Wisconsin – Manitowoc  
705 Viebahn St., Manitowoc, WI 54220

August 21, 2012

Attendance: Chairperson Rick Hendrickson, Supervisor Randy Vogel, Supervisor James Baumann, Supervisor Mark Kopecky and Supervisor Dave Nickels.

Also Present: Register in Probate/Circuit Court Commissioner Patricia Koppa, Undersheriff Gregg Schetter

Call to Order: Chairperson Henrickson called the meeting to order at 6:45 p.m.

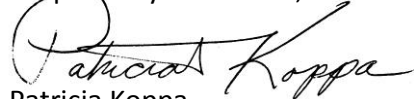
Approve Minutes of August 8, 2012 Public Safety Committee meeting: Supervisor James Baumann moved to approve the minutes of the August 8, 2012 Public Safety Committee, second by Supervisor Randy Vogel. Upon unanimous vote, the motion carried.

Public Input: Chairperson Henrickson called for public input three times. As no one wished to speak, Chairperson Henrickson closed public input at 6:46 p.m.

Resolution: Sheriff Robert Hermann presented a resolution for out-of-state travel for Deputy Curtis Raube, provided background information on the forensic training involving cell phone technology and answered supervisors' questions. Motion to forward the resolution to County Board made by Supervisor Dave Nickels and seconded by Supervisor James Baumann. Motion passed unanimously upon voice vote. Chairman Henrickson asked that Deputy Raube provide a presentation on the training at a future committee meeting.

Adjournment: Supervisor Randy Vogel moved to adjourn; Supervisor Mark Kopecky seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 6:49 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Koppa". The signature is fluid and cursive, with a large initial "P".

Patricia Koppa

Manitowoc County Register in Probate



## **MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE**

DATE: September 12, 2012  
TIME: 5:00 p.m.  
PLACE: Manitowoc County Courthouse (Room B-15)  
1010 South 8th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of August 21, 2012 committee meeting minutes.
3. Public Input.
4. Report from Sheriff Robert Hermann
  - a. Discussion and possible action on Resolution Authorizing Memorandum Of Understanding (Tactical Emergency Medical Support) presented by Sheriff Robert Hermann.
  - b. Update on hiring process.
  - c. Update and discussion on status of juvenile detention center operation.
5. Discussion of possible savings and/or suggested changes in Manitowoc County Jail food service – by Supervisor Jim Baumann
6. Announcements – Next meeting date – Regular meeting October 10, 2012.
7. Adjournment.

Date: September 4, 2012

Rick Henrickson, Chairperson  
Prepared by: Patricia Koppa, Register in Probate

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Manitowoc County Public Safety Committee  
Manitowoc County Courthouse  
1010 S. 8th Street, Manitowoc, WI 54220

September 12, 2012

Attendance: Chairperson Rick Henrickson, Supervisor Mark Kopecky, Supervisor Randy Vogel, Supervisor James Baumann, and Supervisor Dave Nickels.

Also Present: Register in Probate/Circuit Court Commissioner Patricia Koppa, Sheriff Robert Hermann, Inspector Gregg Schetter, Supervisor Melvin Waack, Supervisor Philip Hoff, Supervisor Laurie Burke, Supervisor Rita Metzger.

Additional Persons Present: Roberta Ott, Jayne Rulselt, Jeff Hastrietor, Elaine Diedrich, Stephen Diedrich, M. Jost.

Call to Order: Chairperson Henrickson called the meeting to order at 5:00 p.m.

Approve Minutes of August 21, 2012 Public Safety Committee meeting: Supervisor Mark Kopecky moved to approve the minutes of the August 21, 2012 Public Safety Committee, second by Supervisor Randy Vogel. Upon vote, the motion carried unanimously.

Public Input: Chairperson Henrickson called three times for public input. Seeing none, Chairperson Henrickson closed public input at 5:01 p.m.

Department Reports:

Sheriff's Department: Inspector Gregg Schetter presented the Resolution Authorizing Memorandum of Understanding (Tactical Emergency Medical Support). This proposed agreement will provide for assistance by a volunteer doctor to our special operation teams. Supervisor Dave Nickels moved to approve with a second by Supervisor Mark Kopecky. Supervisors discussed the resolution and both Inspector Schetter and Sheriff Hermann answered questions. Motion passed upon unanimous vote.

Inspector Schetter next provided the committee with an update on the hiring process including both the status of the approved additional positions and the steps involved in filling a position. Inspector Schetter shared information previously given to the personnel committee about how the Sheriff's Department uses the assistance of the personnel department staff. Two individuals have been successfully hired, however, as the eligibility list has been exhausted, the process recently started over with advertising the openings. Inspector Schetter and Sheriff Hermann answered questions.

Sheriff Hermann then provided additional information regarding the status of juvenile detention center operations and how the center's staffing and physical operation is interwoven with operations on the adult side of the jail facility. He feels significant the County Executive is overlooking costs that will have to be absorbed in the Sheriff Department budget. There are also issues that need procedural answers and there has not been discussion regarding these matters. This includes the record keeping issue of photos and fingerprinting of the juvenile offenders. The sheriff answered questions and the supervisors discussed other information they would like to have. Supervisors discussed how they would like to share information with the other board members

Supervisor Dave Nickels moved that the committee go on record in support of the continued operation of the Juvenile Detention Center for 2013. Supervisor Randy Vogel seconded the motion. Motion passed upon unanimous vote.

Discussion continued focusing on the staffing memorandum between the Sheriff and the County Board that allows for double bunking in both the juvenile detention center and the adult section. This memorandum is scheduled for renewal in the near future.

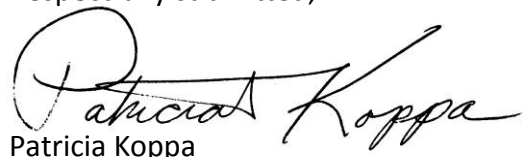
Chairman Hendrickson asks Sheriff Hermann to contact County Board Chairman Paul Hansen to arrange a presentation to the full county board at the September meeting, to determine if a tour for all county board members can be scheduled and to pursue action on the memorandum at the first opportunity.

Supervisor Report: Supervisor James Baumann addressed the committee with concerns he has about the costs of the food service operation at the Manitowoc County Jail. Supervisor Baumann has not met with the Sheriff and Jail Administrator, but has been gathering information. Sheriff Hermann indicated that some of the statements were inaccurate, but was unable to counter since he did not understand how Supervisor Baumann made his calculations. The Chair directed Supervisor Baumann to meet with the Sheriff and to report back at the October committee meeting.

Announcements: Chairperson Hendrickson reminded everyone of the next meeting scheduled for October 10, 2012 at 5:00 pm in Room B-15 of the County Courthouse. Supervisor Randy Vogel indicated that he could not attend.

Adjournment: Supervisor James Baumann moved to adjourn; Supervisor Mark Kopecky seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 6:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia Koppa". The signature is written in dark ink and is positioned above the printed name.

Patricia Koppa

Manitowoc County Register in Probate



**MANITOWOC COUNTY**  
**PUBLIC SAFETY COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: October 10, 2012  
TIME: 5:00 p.m.  
PLACE: Manitowoc County Courthouse (Room B-15)  
1010 South 8th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of September 12, 2012 committee meeting minutes.
3. Public Input.
4. Discussion and possible action on resolutions presented by Sheriff's Department
  - a. Resolution Accepting Donation From Jagemann Stamping
  - b. Resolution Regarding Joint Determination Of Adequate Staffing Needs Of Manitowoc County Jail Pursuant To Wis. Admin. Code Doc 350.07(2)
5. *Discussion and possible action on Resolution Adopting Coroner Fee Schedule presented by Coroner Curtis Green.*
6. Report from Sheriff Robert Hermann
  - a. Update on hiring process.
  - b. Update and discussion on status of juvenile detention center operation
7. Discussion of possible savings and/or suggested changes in Manitowoc County Jail food service – by Supervisor Jim Baumann.
8. Announcements – Next meeting date – Regular meeting November 14, 2012.
9. Adjournment.

Date: October 3, 2012  
*Amended: October 4, 2012*

Rick Henrickson, Chairperson  
Prepared by: Patricia Koppa, Register in Probate

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Manitowoc County Public Safety Committee  
Manitowoc County Courthouse, Room B-15  
1010 S. 8th Street, Manitowoc, WI 54220

October 10, 2012

Attendance: Chairperson Rick Henrickson, Supervisor Mark Kopecky, Supervisor James Baumann, and Supervisor Dave Nickels.

Excused: Supervisor Randy Vogel.

Also Present: Register in Probate/Circuit Court Commissioner Patricia Koppa, Sheriff Robert Hermann, Coroner Curtis Green, Supervisor Melvin Waack, Supervisor Laurie Burke, and Supervisor Rita Metzger.

Additional Persons Present: Jayne Rulselt, Elaine Diedrich, Stephen Diedrich, Maura (Chip) Jost, and Joy Brixius.

Call to Order: Chairperson Henrickson called the meeting to order at 5:00 p.m.

Approve Minutes of September 12, 2012 Public Safety Committee meeting: Supervisor James Baumann moved to approve the minutes of the September 12, 2012 Public Safety Committee, second by Supervisor Mark Kopecky. Upon vote, the motion carried unanimously.

Public Input: Chairperson Henrickson called for public input. Jayne Rulselt, spoke on her concerns regarding the information provided at the last committee meeting pertaining to food service and costs at the jail. Many of the statements were inaccurate.

Chairperson Henrickson called three times for additional comments. Seeing none, public input closed at 5:03 p.m.

Department Reports:

Committee members agreed that Coroner Green could go first, changing the order of the agenda.

Coroner: Coroner Curtis Green presented for discussion and committee approval a Resolution Adopting Coroner Fee Schedule. There was a good discussion regarding the need for any increases, comparisons to other counties for the same services and the history of the increase request. Four specific changes are proposed. Coroner Green answered the supervisors questions. Supervisor James Baumann moved to recommend the increases to the County Board, Supervisor Mark Kopecky seconded the motion. Motion unanimously passed.

Sheriff's Department: Sheriff Robert Hermann presented the Resolution Accepting Donation From Jagemann Stamping. This resolution accepts a donation of \$5,290.00 for the purchase of equipment for the Special Operations Team. Supervisor Mark Kopecky moved to approve the resolution, Supervisor James Baumann seconded. After a brief discussion, there was a unanimous vote to approve.

Sheriff Hermann next presented a Resolution Regarding Joint Determination Of Adequate Staffing Needs Of Manitowoc County Jail Pursuant To Wis. Admin. Code Doc 350.07(2). Supervisor Dave Nickels moved to accept the resolution and recommend passage to the County Board, Supervisor Mark Kopecky seconded the motion. Discussion followed. This agreement between the Board and the Sheriff is necessary if double bunking at the jail is to continue. The number proposed is what the Sheriff believes is required and sufficient. It is more than is provided for in the County Executive's budget as that document is understood. Sheriff answered questions posed by the supervisors. The emphasis is on the safety of all persons in the jail, but particularly on staff safety. Adequate staffing is a critical part of ensuring safety. Chairperson Henrickson called for the vote and the motion passed unanimously.

Sheriff Robert Hermann went on to provide his department report in reference to the hiring process and the status of juvenile detention center operation. He is in need of staff in the jail, but is not hiring pending the passage of a budget so he knows whether the positions are funded beyond December 31, 2012. The candidates for deputy are next completing the physical agility testing phase. Those who pass will be given conditional offers, placed on the list and proceed to the background check phase.

With reference to Juvenile detention, Sheriff Hermann began by commenting on County Executive's letter forwarding the budget proposal. There are numerous misleading or ambiguous statements. He is concerned that there are no additional transportation funds allocated within the department budget for his department. He is not aware of any retirements which could reduce the number of layoffs and there is no funding provided for the unemployment insurance. There are other concerns as well as noted in previous reports. A jail tour is scheduled for all interested County Board members on Monday, October 15. The jail inspector will be available to join in.

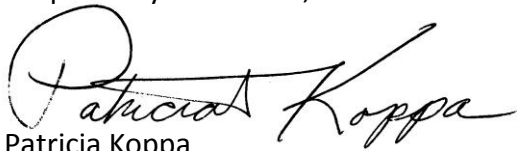
Discussion followed the report and Sheriff Hermann answered questions. Sheriff Hermann was asked to get any information available regarding the severity of the crimes committed by those in custody as well as information regarding fights which take place within the facility. This information should show differences over time and thus not be for only the current year. Supervisors also expressed concern regarding mental health issues that may be present among the inmates. Recent events in Sheboygan County led to questions regarding the safety of that facility for our juveniles and potential liability of the county in the event there is an injury. Discussion on the report closed after all questions were answered.

Supervisor Report: Supervisor James Baumann advised the committee, in response to the public input, that he had difficulty obtaining information about the jail food services and present practices. He wants to look at this and apply his expertise where he feels it is needed. However, he has not finished his research and would like additional time to get information and prepare a presentation. Chairperson Hendrickson directed Supervisor Baumann to continue getting accurate information and report back at the November committee meeting.

Announcements: Chairperson Hendrickson reminded everyone of the next meeting scheduled for November 14, 2012. at 5:00 pm in Room B-15 of the County Courthouse.

Adjournment: Supervisor Mark Kopecky moved to adjourn; Supervisor James Baumann seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 6:04 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Patricia Koppa". The signature is written in a cursive style with a large, looped initial "P".

Patricia Koppa  
Manitowoc County Register in Probate



## **MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE**

**DATE:** November 14, 2012  
**TIME:** 5:00 p.m.  
**PLACE:** Manitowoc County Courthouse (Room B-15)  
1010 South 8th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of minutes from October 10, 2012 committee meeting.
3. Public Input.
4. Register in Probate Patricia Koppa: Report of travel reimbursement from the State of Wisconsin Supreme Court for conference September 19 – 21, 2012 as required by Ethics Code §30.21(2).
5. Discussion of possible savings and/or suggested changes in Manitowoc County Jail food service – by Supervisor Jim Baumann.
6. Announcements – Next meeting date – Regular meeting December 12, 2012.
7. Adjournment.

Date: November 7, 2012

Rick Henrickson, Chairperson  
Prepared by: Patricia Koppa, Register in Probate

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Manitowoc County Public Safety Committee  
Manitowoc County Courthouse,  
1010 S. 8th Street, Room B-15, City of Manitowoc

Minutes of the November 14, 2012 meeting

Attendance: Chairperson Rick Henrickson, Supervisor Mark Kopecky, Supervisor Randy Vogel, Supervisor James Baumann and Supervisor Dave Nickels.

Also Present: Register in Probate/Circuit Court Commissioner Patricia Koppa, Sheriff Robert Hermann  
Additional Persons Present: Elaine Diedrich .

Call to Order: Chairperson Henrickson called the meeting to order at 5:00 p.m.

Approve Minutes of October 10, 2012 Public Safety Committee meeting: Supervisor James Baumann moved to approve the minutes of the October 10, 2012 Public Safety Committee, second by Supervisor Randy Vogel. Upon vote, the motion carried unanimously.

Public Input: Chairperson Henrickson called three times for public input. Seeing none, public input was closed at 5:02 p.m.

Correspondence: Chairperson Rick Henrickson received a letter from Family Court Commissioner Lorene Mozinski indicating she has a reimbursement to report. This report will be on the next committee meeting agenda.

Department Reports:

Probate Office: Register in Probate/Court Commissioner Patricia Koppa reported that she was reimbursed for travel by another entity. Pursuant to Manitowoc County Code this must be reflected in the meeting minutes. On September 19 - 21, 2012, Commissioner Koppa attended the Juvenile Law Seminar conducted by the Supreme Court, Office of Judicial Education. The seminar was in Pewaukee. Reimbursement was from the State of Wisconsin Supreme Court and included hotel accommodations for two nights \$160, mileage \$86.70, and meals \$24.90 for total reimbursement of \$271.60.

Supervisor Report: Supervisor James Baumann advised the committee regarding his research into the jail food services and present practices. The committee discussed their desires regarding how this should proceed and that they do not want, as a committee to be micromanaging the jail or any other department. Since it seemed some of the ideas might have value, urged Supervisor Baumann to sit down with the Sheriff and relevant staff to discuss the matter. Sheriff Robert Hermann was in attendance and indicated that he is willing to sit down, answer Supervisor Baumann's questions and consider his suggestions. Chairperson Henrickson directed that either Sheriff Hermann or Supervisor Baumann report back in January.

Announcements: Chairperson Hendrickson reminded everyone of the next meeting scheduled for December 12, 2012 at 5:00 pm in Room B-15 of the County Courthouse.

Adjournment: Supervisor Randy Vogel moved to adjourn, Supervisor James Baumann seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 5:28 p.m.

Respectfully submitted,

Patricia Koppa  
Manitowoc County Register in Probate



## **MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE**

DATE: December 12, 2012  
TIME: 5:00 p.m.  
PLACE: Manitowoc County Courthouse (Room B-15)  
1010 South 8th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, November 14, 2012 committee meeting minutes.
3. Correspondence.
4. Public Input.
5. Sheriff Robert Hermann – Opening squad car bids and discussion of proposed purchase.
6. Family Court Commissioner Lorene Mozinski's Letter report received 11/14/2012 regarding expense reimbursement from outside entity pursuant to Manitowoc County Code §30.21(2).
7. Correction to previously approved Resolution; Coroner Curtis Green presents a proposed Ordinance Amending Manitowoc County Code §§ 4.13(6) & (9) (Coroner's Fees)
8. Report from Sheriff Robert Hermann regarding jail staffing and transition to out of county juvenile detention facility.
9. Correction to Resolution passed October 10, 2012, presented by Sheriff Robert Hermann Resolution Regarding Joint Determination Of Adequate Staffing Needs Of Manitowoc County Jail Pursuant To Wis. Admin. Code Doc 350.07(2).
10. Announcements – Next meeting date – January 9, 2013.
11. Adjournment

Date: December 4, 2012

Rick Henrickson, Chairperson  
Notice Prepared by: Patricia Koppa  
Register in Probate

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Manitowoc County Public Safety Committee  
Manitowoc County Courthouse, Room B-15, City of Manitowoc

Minutes of the December 12, 2012 meeting

Attendance: Chairperson Rick Henrickson, Supervisor Mark Kopecky, Supervisor Randy Vogel, and Supervisor James Baumann.

Excused: Supervisor Dave Nickels.

Also Present: Register in Probate/Circuit Court Commissioner Patricia Koppa, Sheriff Robert Hermann, Coroner Curtis Green

Call to Order: Chairperson Henrickson called the meeting to order at 5:02 p.m.

Approve Minutes of November 14, 2012 Public Safety Committee meeting: Supervisor James Baumann moved to approve the minutes of the November 14, 2012 Public Safety Committee, second by Supervisor Mark Kopecky. Upon vote, the motion carried unanimously.

Public Input: Chairperson Henrickson called three times for public input. Seeing none, public input was closed at 5:04 p.m.

Squad Car Bids: All bids were submitted by dealerships within the Ewald Group. Received bids for four different vehicle models and the Sheriff's department is looking to purchase six vehicles. The bids were as follows: Ford Interceptor \$22,732 each (\$136,392 total); Dodge Charger \$23,089 (\$138,534); Chevrolet Impala \$21,079 (\$126,474) and Chevrolet Caprice \$27,143 (\$162,858). The supervisors discussed and questioned Sheriff Robert Hermann about factors that should be considered other than the price. The Caprice is the roomiest, designed for the equipment worn by officers and fits the parts that Manitowoc County has for the squad cars. Additionally, Sheriff Hermann noted that recently purchased similar vehicles have remained in service for a longer term while holding resale value. Supervisor James Baumann moved to accept the bid for the Chevrolet Caprice vehicles and to purchase six new squad cars. Supervisor Mark Kopecky seconded and upon vote, the motion passed unanimously.

Department Reports:

Office of the Family Court Commissioner: Letter from Commissioner Mozinski reporting receipt of reimbursements from The State of Wisconsin, Supreme Court - Court Operations. Ms. Mozinski served on a committee and had mileage and parking reimbursement of \$134.7 on 10/31/2011; \$98.60 on 6/22/2012 and \$98.60 on 8/10/2012.

Coroner's Office: Coroner Curtis Green presented a correction to the previously approved resolution to amend Manitowoc County Code §§ 4.13(6) & (9) (Coroner's Fees). There were some issues as to the form of the resolution, which should have been an ordinance amendment, as well as an adjustment to the fee because of a court decision elsewhere in Wisconsin. Corporation Counsel Steven Rollings requested the changes. A motion to approved the correction was by Supervisor Mark Kopecky, second by Supervisor James Baumann. Upon vote, the motion carried unanimously.

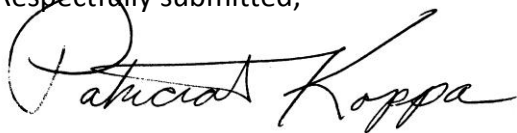
Sheriff's Department: Sheriff Robert Hermann reported on the discussions with the County Executive about staffing at the Manitowoc County Jail. County Executive Ziegelbauer agreed that the Sheriff could manage his staff as needed so long as the budget numbers were met. This has resulted in a new staffing arrangement than shown in the 2013 budget. He believes that the jail will be able to remain a safe facility under the new arrangement. Only four people had to be laid off and one may be able to take another position. The department is working to have the supervisors on duty perform only supervisory functions. The individuals that have been laid off were paid through December 15, 2012.

Sheriff Robert Hermann then presented a correction to the resolution passed by the committee on October 10, 2012, regarding the Joint Determination Of Adequate Staffing Needs Of Manitowoc County Jail Pursuant To Wis. Admin. Code Doc 350.07(2). Changes were made after the budget passed and negotiations with the County executive. The staff numbers in the resolution include both supervisory and non-supervisory personnel. On motion by Supervisor Mark Kopecky, and second by Supervisor James Baumann, a vote was taken and the motion carried unanimously.

Announcements: Chairperson Hendrickson reminded everyone of the next meeting scheduled for January 9, 2013 at 5:00 pm in Room B-15 of the County Courthouse and wished all present Happy Holidays and Merry Christmas..

Adjournment: Supervisor Randy Vogel moved to adjourn, Supervisor Mark Kopecky seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 5:35 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Koppa". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

Patricia Koppa  
Manitowoc County Register in Probate