



MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE

DATE: May 10, 2017

TIME: 5:00 p.m.

PLACE: Manitowoc County Public Health Building (**Room 207**)
1028 South 9th 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, of December 14, 2016 committee meeting minutes.
3. Correspondence, if any.
4. Public Comment.
5. Report by Director of Emergency Management Jamie Aulik on Division operations.
6. Report from Register in Probate Patricia Koppa:
 - a. Update regarding filings, staff and finances.
 - b. Move of Probate office from Room 116 to Room 119.
 - c. Transfer of documents to State Historical Society.
 - d. Next project – E-filing in Probate cases.
7. Announcements – Next meeting date – June 14, 2017 includes the Jail Inspection Tour.
8. Adjournment.

Date: May 3, 2017

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 Public Health Building, Room 205

May 10, 2017 5:00 p.m.

Attendance: Chairperson Rick Henrickson, Supervisor James Falkowski, and Supervisor Jack Nasep.

Excused: Supervisor Randy Vogel. Absent: Supervisor Dave Nickels.

Others in attendance: Patricia Koppa, Jamie Aulik.

Chairperson Rick Henrickson called the meeting to order at 05:00 p.m. Roll call circulated.

Minutes: Chairperson Henrickson asked for corrections to the minutes from December 14, 2016 committee meeting; none being offered, requested motion to approve. Motion made by Supervisor James Falkowski, seconded by Supervisor Jack Nasep and voted upon unanimously to approve.

Public Comment: Chairperson Rick Henrickson called three times for public comment. Seeing none, public comment was closed at 05:02 p.m.

Department Reports:

Emergency Services Division Director Jamie Aulik reported on the two departments within the division as well as the division staff. Nancy Crowley retired in March after mentoring him for a bit more than a year. That time to learn from her 36 years of experience resulted in a smooth transition. Earlier this afternoon a significant fire call came in involving the mutual aid agreements that coordinate multiple fire departments. Appeared to go smoothly but will have a debriefing following to assure any needed corrections made.

As part of transition is upgrading or updating policies and procedures, continues to learn the nuances of running a 24/7 operation such as the dispatch center and is implementing the plan to have the dispatch supervisors become more hands on. Should eventually help reduce the overtime experienced in the department. Mr. Aulik went on to explain how he is address other areas of concern such as training and turnover. One method is to offer the opportunity to use the expertise in new ways and include as part of the emergency operation staff. Eight dispatchers have indicated an interest in this additionally training/service opportunity.

After taking questions regarding Joint Dispatch (and suggestions to expand advertising of text to 911 option) Mr. Aulik continued his report focusing on the Office of Emergency Management. The Emergency Management specialist is working well and has been instrumental in the transition/updating process. The Office is a partner with law enforcement and recently assisted with the purchase of replacement zodiac inflatable boats with small booms as part of HazMat responsibilities. There will also be a new mapping service with 3D/360° views. This will be of great benefit in a diverse set of circumstances.

The Office is increasing its community outreach and visibility. Mr. Aulik listed some of the events that will be on the schedule. Additionally there will be an exercise in fall again at Point Beach. This will be over several days and address a wider area and time, an ingestion pathway exercise. Implementing a focus on making training available locally and addressing specific concerns like the need for an AED in each of the county buildings.

Concluded with additional question session. Chair Henrickson thanked Mr. Aulik and encouraged him to keep the committee informed of additional changes.

Next Patricia Koppa provided a brief update on the probate office. The budget is very much on target for 2017. The filings over the course of 2016 were a bit lighter than in the past. This allowed the staff to catch up on some lingering projects and prepare for e-filing. This internet based filing system is mandatory for attorneys for some case types in the Clerk of Court office and will become available for the Probate Cases on May 22 on a voluntary basis. Over the next few years all cases will be e-filed by attorneys. Unrepresented persons will be able to use both the e-filing and paper systems. Ms. Koppa reported that the move to the new office space was completed and that it seems that it will be an improvement. She invited the committee to have the pre-tour June meeting in her office; while small it would be sufficient. Prior to the meeting a demonstration of the e-filing could be conducted as well. Chair Henrickson accepted the invitation and thanked Ms. Koppa

Announcements: Chairperson Henrickson announced the next meeting will be scheduled for June 14, 2017 at 05:00 p.m. in Room 119 of the Courthouse (Register in Probate's Office) followed by the annual Jail Inspection Tour.

Adjournment: Supervisor Jack Nasep moved to adjourn, Supervisor James Falkowski seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 5:50 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Patricia A. Koppa', is written over a printed name.

Patricia A. Koppa, Register in Probate

For Supervisor Dave Nickels, Committee Secretary



MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE

DATE: June 14, 2017

TIME: 5:00 p.m.

PLACE: Register in Probate Office

Manitowoc County Courthouse, Room 119

1010 South 8th Street, Manitowoc, WI 54220

**PLEASE NOTE
LOCATION.**

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 May 10, 2017 committee meeting minutes.
3. Correspondence, if any.
4. Public Comment.
5. Announcements by chair: next regular date – July 12, 2017
6. Report from Register in Probate – Update on first e-filing experiences in Probate
7. Report from Sheriff Robert Hermann:
 - a. Budget and staffing update.
 - b. Jail Inspection Tour – will include Coroner Curt Green guiding morgue portion available.
8. Adjournment.

Date: June 7, 2017

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.

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Manitowoc County Public Safety Committee
Manitowoc County Public Health Building, Room 205

June 14, 2017 5:00 p.m.

Attendance: Supervisor Randy Vogel, Supervisor Dave Nickels, Supervisor James Falkowski, and Supervisor Jack Nasep.

Excused: Chairperson Rick Henrickson.

Others in attendance: Patricia Koppa, Sheriff Robert Hermann.

Vice Chair Randy Vogel called the meeting to order at 05:00 p.m. Roll call circulated.

Minutes: Vice Chair Vogel asked for corrections to the minutes of the May 10, 2017 committee meeting or a motion to approve. Supervisor James Falkowski moved to approve as published with the second offered by Supervisor Jack Nasep. Unanimous vote to approve.

Public Comment: Vice Chair Vogel called three times for public comment. Seeing none, public comment was closed at 05:02 p.m.

Department Reports:

Register in Probate Patricia Koppa reported briefly regarding e-filing. Probate just began voluntary e-filing. Response has been slow but allows staff and offices to become familiar with the process prior to mandatory requirement being imposed. Anticipated that will be late 2017 or early 2018. Statewide, e-filing will be mandatory for all attorney filings by the close of 2019. Non-attorney filers are not required to e-file, but many have found it helpful. From an office perspective, there is time saving recognized from not handling paper documents. This will be important, as a clerk will be required in all three branches for all probate matters beginning in August.

Sheriff Robert Hermann provided information regarding staffing and the budget. Overtime remains a concern as there continue to be openings for corrections officers. Currently there are new hires being processed, but departures happen nearly as quickly. There are currently three openings with another anticipated.

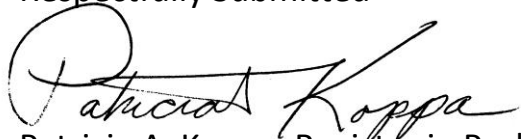
Sheriff Hermann had some interesting statistics regarding the new hires in each of the last few years; it seems they are leaving for alternative employment. Fifty percent of those hired in 2015 have left. Already 30% of those hired in 2016 have done so. Supervisors discussed concerns and possible reasons for the departures and the continued opening for a jail nurse. The Sheriff closed with a discussion regarding general jail population and issues in advance of the tour and inspection.

Announcements: Vice Chair Vogel announced the next meeting will be scheduled for September 13, 2017 at 05:00 p.m. in Room 205 of the Public Health Building. If anything matter requires earlier action, a meeting can be scheduled for immediately prior to the July or August County Board meetings.

Jail Tour and Inspection: Supervisors Nasep and Falkowski accompanied Vice Chair Vogel on the tour led by Sheriff Hermann. The tour was brief as all had previously participated. Conditions in the jail were found to be very clean to pass the necessary inspection. The supervisors also viewed the new garage and the recently acquired Bearcat.

Adjournment: Supervisor James Falkowski moved to adjourn, Supervisor Jack Nasep seconded the motion. Motion passed and the meeting adjourned at 06:18 p.m.

Respectfully Submitted

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

Patricia A. Koppa, Register in Probate

For Supervisor Dave Nickels, Committee Secretary



MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE

DATE: August 15, 2017
TIME: 6:30 p.m.
PLACE: The Heritage Center, County Board Meeting Room
1701 Michigan Ave, 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, of June 14, 2017 committee meeting minutes.
3. Discussion and action regarding Resolution Establishing an Hourly Rate of Compensation for Condemnation Commissioners.
4. Announcement: Next regularly scheduled meeting: September 13, 2017.
5. Adjournment.

Date: August 8, 2017

Rick Henrickson, Chairperson

Prepared by: Patricia Koppa
Register in Probate

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Manitowoc County Public Safety Committee
The Heritage Center, Manitowoc County Board Room

August 15, 2017 6:30 p.m.

Attendance: Chairperson Rick Henrickson, Supervisor Randy Vogel, Supervisor Dave Nickels, Supervisor James Falkowski, and Supervisor Jack Nasep.

Others in attendance: Patricia Koppa, Lynn Zigmunt.

Chairperson Rick Henrickson called the meeting to order at 06:30 p.m. Roll call was not circulated, however all were in attendance and a sheet will be submitted at a future time. This should not inconvenience anyone as there is no extra mileage.

Minutes: Chairperson Henrickson if there were any corrections to the minutes of the June 14, 2017 committee meeting, and none being offered, asked for a motion to approve. Motion was made by Supervisor Randy Vogel seconded by Supervisor Dave Nickels and voted upon unanimously to approve.

Chairperson Henrickson asked for discussion regarding the Resolution Establishing an Hourly Rate of Compensation for Condemnation Commissioners. The commission has been in commission but inactive. The need for action recently arose resulting in the need to set a payment rate. Payment is made by the condemnor and will not be born by the county. Discussion followed, but information was lacking regarding the basis for the suggested \$40 per hour rate. A brief recess was taken at 6:34 so that the answer could be sought.

6:37 Meeting reconvened. Clerk of Court Lynn Zigmunt advised that the commission is triggered by action of the court. She asked for the resolution and researched the payments made by other counties in order to suggest the \$40. The committee thanked her for the explanation.

Supervisor Nickels moved to approve the resolution for forwarding to the County Board. Supervisor James Falkowski provided the second. With the motion formally before the committee, Supervisor Randy Vogel moved to amend the motion to provide for a rate of \$30 per hour. Supervisor Nickels seconded. Further discussion ensued with a vote on the amendment passing unanimously.

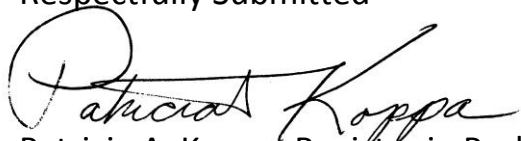
A vote was then taken on the amended motion providing \$30 per hour to condemnation commissioners. Motion passed unanimously. Chairperson Hendrickson noted the changes on the resolution.

Supervisor Nickels noted that future meetings being held in advance of the full board meeting should be in another room in the building. All agreed

Announcements: Chairperson Henrickson announced the next meeting will be scheduled for September 13, 2017 at 05:00 p.m. in Room 205 of the Public Health Building.

Adjournment: Supervisor James Falkowski moved to adjourn, Supervisor Randy Vogel seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 06:45 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 A. Koppa, Register in Probate

For Supervisor Dave Nickels, Committee Secretary



MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE

DATE: October 30, 2017
TIME: 6:30 p.m.
PLACE: Manitowoc County Heritage Center
"Lunch Room" (located to the west of County Board Room)
1701 Michigan Avenue, 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, of August 15, 2017 committee meeting minutes.
3. Public Comment.
4. Discussion and possible action regarding RESOLUTION CANCELLING CHECKS NOT PRESENTED WITHIN TWO YEARS OF ISSUANCE (Sheriff's Office).
5. Discussion of next meeting; next regular date – November 8, 2017, if anything to discuss. Otherwise December 13, 2017 for squad car bid opening.
6. Adjournment.

Date: October 24, 2017

Rick Henrickson, Chairperson

Prepared by: Patricia Koppa
Register in Probate

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Manitowoc County Public Safety Committee
Manitowoc County Heritage Center Lunchroom

October 30, 2017 6:30 p.m.

Attendance: ALL PRESENT. Chairperson Rick Henrickson, Supervisor Randy Vogel, Supervisor Dave Nickels, Supervisor James Falkowski, and Supervisor Jack Nasep.

Others in attendance: Patricia Koppa and Sheriff Rob Hermann.

Chairperson Rick Henrickson called the meeting to order at 06:30 p.m. Roll call circulated.

Minutes: Chairperson Henrickson if there were any corrections to the minutes of the August 15, 2017 committee meeting, and none being offered, asked for a motion to approve. Motion was made by Supervisor Randy Vogel seconded by Supervisor James Falkowski and voted upon unanimously to approve.

Public Comment: Chairperson Rick Henrickson called three times for public comment. Seeing none, public comment was closed at 6:33 p.m.

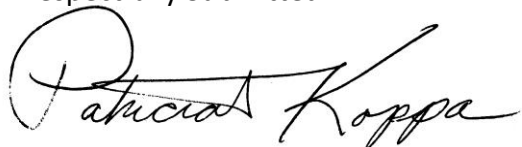
Department Reports:

Chairperson Henrickson presented the resolution from the Sheriff's Office "RESOLUTION CANCELLING CHECKS NOT PRESENTED WITHIN TWO YEARS OF ISSUANCE." Discussion regarding the list of checks which was to be attached to resolution. Ms. Koppa remembers it existed when the resolution was first circulated by the Sheriff's office. She will be certain it is forwarded to the County Clerk of Court for inclusion with the official version. Sheriff Hermann verified there were just a few checks and the general nature. Supervisor Falkowski moved to approve the resolution and forward to the full Board, Supervisor Vogel provided the second and the motion passed unanimously

Announcements: Chairperson Henrickson announced the next regularly scheduled meeting would be November 8, the day after the County Board meeting. No agenda exists so instead the next meeting will be scheduled for December 13 for the opening of the squad car bids.

Adjournment: Supervisor Dave Nickels moved to adjourn, Supervisor Randy Vogel seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 6:38 p.m.

Respectfully Submitted

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

Patricia A. Koppa, Register in Probate
For Supervisor Dave Nickels, Committee Secretary



**MANITOWOC COUNTY
PUBLIC SAFETY COMMITTEE
MEETING NOTICE**



DATE: December 13, 2017
TIME: 5:00 p.m.
PLACE: Manitowoc County Public Health Building (Room 205)
1028 South 9th 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, of October 30, 2017 committee meeting minutes.
3. Correspondence, if any.
4. Public Comment.
5. Report from Sheriff Robert Hermann:
 - a. Open 2018 Squad car bids and selection of bid.
 - b. Resolution Accepting \$500.00 donation for Manitowoc County Sheriff's K9 Unit.
 - c. Resolution Determining Adequate Staffing Needs of Manitowoc County Jail.
6. Discussion of next meeting; next regular date – January 10, 2018
7. Adjournment.

Date: December 6, 2017

Rick Henrickson, Chairperson

Prepared by: Patricia Koppa
Register in Probate

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MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE

DATE: December 13, 2017
TIME: 5:00 p.m.
PLACE: Manitowoc County Public Health Building (Room 205)
1028 South 9th 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, of October 30, 2017 committee meeting minutes.
3. Correspondence, if any.
4. Public Comment.
5. Report from Sheriff Robert Hermann:
 - a. Open 2018 Squad car bids and selection of bid.
 - b. Resolution Accepting \$500.00 donation for Manitowoc County Sheriff's K9 Unit.
 - c. Resolution Determining Adequate Staffing Needs of Manitowoc County Jail.
6. Discussion of next meeting; next regular date – January 10, 2018
7. Adjournment.

Date: December 6, 2017

Rick Henrickson, Chairperson

Prepared by: Patricia Koppa
Register in Probate

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**MANITOWOC COUNTY
PUBLIC SAFETY COMMITTEE
MEETING NOTICE
(Rescheduled from December 13th)**

DATE: December 19, 2017
TIME: 6:30 p.m.
PLACE: Manitowoc County Heritage Center
1701 Michigan Avenue
Lunchroom
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, of October 30, 2017 committee meeting minutes.
3. Correspondence, if any.
4. Public Comment.
5. Report from Sheriff Robert Hermann:
 - a. Open 2018 Squad car bids and selection of bid.
 - b. Resolution Accepting \$500.00 donation for Manitowoc County Sheriff's K9 Unit.
 - c. Resolution Determining Adequate Staffing Needs of Manitowoc County Jail.
6. Discussion of next meeting; next regular date – January 10, 2018
7. Adjournment.

Date: December 6, 2017

Rick Henrickson, Chairperson

Prepared by: Patricia Koppa
Register in Probate

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Manitowoc County Public Safety Committee
Manitowoc County Public Health Building, Room 205

December 19, 2017 6:30 p.m.

Attendance: Chairperson Rick Henrickson, Supervisor Randy Vogel, Supervisor James Falkowski, and Supervisor Jack Nasep.

Excused: Supervisor Dave Nickels.

Others in attendance: Patricia Koppa, Sheriff Rob Hermann.

Chairperson Rick Henrickson called the meeting to order at 06:30 p.m. Roll call circulated.

Minutes: Chairperson Henrickson if there were any corrections to the minutes of the October 30, 2017 committee meeting, and none being offered, asked for a motion to approve. Motion was made by Supervisor James Falkowski seconded by Supervisor Jack Nasep and voted upon unanimously to approve.

Public Comment: Chairperson Rick Henrickson called three times for public comment. Seeing none, public comment was closed at 06:31 p.m.

Department Reports:

Sheriff Robert Hermann presented the sealed bids for the 2018 purchase of squad cars, which bids were opened in the committee's presence. The first bid was from Sheboygan Chevrolet:

2018 Chevrolet Tahoe 4wd vehicle, police pursuit package: \$254,835 for seven (7) or \$36,405 each.

The second set of bids was from Ewald Motors in Oconomowoc/ Hartland. This included four separate bid packages (all 2018 model vehicles) –

Chevrolet Tahoe 4wd vehicle, police pursuit package: \$249,522 (\$35,646 each);

Ford Taurus Sedan All wheel drive Police Interceptor \$191,562 (\$27,366 each);

Ford Explorer, All wheel drive: \$217,924 (\$31,132 each); (This is the vehicle used by Manitowoc Police Department); and

Dodge Charger - all wheel \$162,246 (\$23,178 each)

The committee engaged in a detailed discussion of the advantages and disadvantages of each model given that the current model, the Caprice is no longer available. While not the lowest, the Sheriff recommended getting the Chev Tahoes. Since the bid would be more than had been budgeted, he would likely get only six and make other budget and/or fleet modifications to stay within budget overall. Supervisor Randy Vogel moved to accept the bid from Ewald (these would be at the Hartford location) and allow the Sheriff to purchase six or seven vehicles as allowed by the budget. Supervisor James Falkowski seconded the motion. There was no further discussion and the motion was approved unanimously.

Chair Henrickson took up the two resolutions.

1. Resolution Accepting \$500.00 donation for Manitowoc County Sheriff's K9 Unit. Motion by Supervisor Vogel, Second by Supervisor Falkowski. No discussion. Unanimously approved.
2. Resolution Determining Adequate Staffing Needs of Manitowoc County Jail. Sheriff indicated this just made the official agreement match the current staffing. No additional staffing is requested other than as approved when the budget passed. Supervisor Falkowski moved to approve the resolution for discussion by the full board, Supervisor Nasep made the second and all voted in favor.

Announcements: Chairperson Henrickson announced the next regularly scheduled meeting is set for January 10, 2018 at 05:00 p.m. in Room 205 of the Public Health Building, if there is an agenda at that time.

Adjournment: Supervisor Vogel moved to adjourn, Supervisor Falkowski seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 6:50 p.m.

Respectfully Submitted

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

Patricia A. Koppa, Register in Probate