



**MANITOWOC COUNTY  
PUBLIC SAFETY COMMITTEE  
MEETING NOTICE**

DATE: April 21, 2021  
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 15, 2020 committee meeting minutes.
3. Public Comment.
4. Discussion and action regarding proposed Ordinance Amending Manitowoc County Code § 3.06(4) (Sponsorship of Hazardous Waste & Materials Response).
5. Next meeting date – June jail inspection.
6. Adjournment.

Date: April 15, 2021

Dave Nickels, 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

April 21, 2021 5:00 p.m.

Attendance: Chairperson Dave Nickels, Supervisor Rick Henrickson, Supervisor James Falkowski, Supervisor Charles Hagen, and Supervisor Nick Muench.

Others in attendance: Patricia Koppa, Travis Waack and Kayla Beckerdite.

Chairperson Dave Nickels called the meeting to order at 05:03 p.m. Roll call circulated.

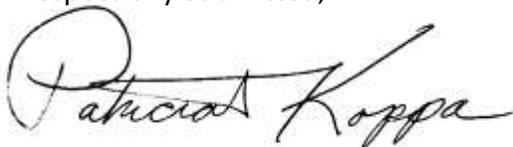
Minutes: Chairperson Dave Nickels if there were any corrections to the minutes of the December 15, 2020 committee meeting, and none being offered, asked for a motion to approve. Motion was made by Supervisor James Falkowski and seconded by Supervisor Rick Henrickson and unanimously approved.

Chair Nickels recognized Emergency Management Director Travis Waack. Director Waack explained the changes over the years regarding hazardous spill cleanups. Due to costs and team participation, is proposing to contract with the Appleton Regional Team rather than continuing to sponsor a separate county team. Because the Appleton team is always on duty, response time will be comparable. Cost is approximately one-half to two fifths the expense of a separate team. This will allow for additional training of the local fire units as to coordinating when the regional team is on site. A small fund for unbillable cleanups will also be maintained. Peter Conrad and the Appleton Team have already approved the proposed contract. After a brief discussion, Supervisor Nick Muench moved to pass the resolution amending the county code to delete reference to a county haz-mat team. Motion seconded by Supervisor Charles Hagen. All approved. Resolution will be referred to County Board. Director Waack also introduced Kayla Beckerdite, first opportunity to meet her in person since hiring in February of 2020.

Next meeting will be the June Jail Inspection and tour. Will be a brief meeting ahead so watch for the announcement as to location. Anticipated date is June 9.

Adjournment: Supervisor Muench moved to adjourn, Supervisor Henrickson seconded the motion. Motion passed and the meeting adjourned at 05:16 p.m.

Respectfully Submitted,



Patricia A. Koppa, Register in Probate  
For Supervisor Nicholas Muench, Committee Secretary



## MANITOWOC COUNTY PUBLIC SAFETY COMMITTEE MEETING NOTICE

DATE: Wednesday, June 9, 2021

TIME: 5:00 p.m.

PLACE: Manitowoc County Communications and Technology Building  
(Room 111)  
1024 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 April 21, 2021 committee meeting minutes.
3. Public Comment.
4. Next tentative meeting date: September 8 unless earlier action needed.
5. Report of Coroner Curtis Green including discussion and action if any.
6. Report of Emergency Services Director Travis Waack including discussion and action if any regarding Joint Dispatch Center staffing.
7. Report from Sheriff Dan Hartwig:
  - a. Budget and staffing update.
  - b. Jail Inspection Tour \* Jail Tour is closed to the public at the direction of Sheriff Hartwig.
8. Adjournment.

Date: June 2, 2021

Dave Nickels, Chairperson

Prepared by: Patricia Koppa  
Register in Probate

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**Manitowoc County Public Safety Committee**  
**Manitowoc County Communication and Technology Building, Room 111**

**June 9, 2021 5:00 p.m.**

Attendance: Chairperson Dave Nickels, Supervisor James Falkowski, and Supervisor Nick Muench.

Excused: Supervisor Rick Henrickson

Absent: Supervisor Charles Hagen.

Others in attendance: Patricia Koppa, County Executive Bob Ziegelbauer, Travis Waack, Dan Hartwig and Chief Josh Stradal, Branch FD

Chairperson Dave Nickels called the meeting to order at 05:06 p.m. Roll call circulated.

Minutes: Chairperson Dave Nickels asked if there were any corrections to the minutes of the April 21, 2021 committee meeting, and none being offered, asked for a motion to approve. Motion was made by Supervisor James Falkowski, seconded by Supervisor Dave Nickels and unanimously approved.

Public comment. No one present to speak. Public comment closed 5:07.

Chair Nickels noted that the proposed next meeting date, if there are no urgent issues, will be September 8, 2021.

Report of Coroner Curtis Green: Brought 2019, 2020 and 2021 year to date statistics. Asked that if there are any questions, supervisors feel free to call him directly. Noted that for Manitowoc County, there were 872 total deaths for 2020. Number of deaths was not out of the ordinary. It does not appear that the pandemic significantly impacted the total. From July to October of 2020 coroner office "took jurisdiction" over death determinations and Coroner or Chief Deputy Coroner signed all death certificates. There was a great deal of pressure on his office and on doctors to change death certificates to not reflect the covid diagnosis as a factor in the deaths. While there was not a bump in Manitowoc County due to covid related deaths, there is with the drug overdose related deaths. These remain very high. For his office there is an issue due to the shortage of pathologists to do autopsies needed with such deaths. Price with transportation and toxicology is roughly \$2500. Currently there is delay in getting the examinations. Results in delay in billing and a skewing of the budget. Paying for 8 of the 2020 procedures in 2021. The annual budget allows for 11 procedures total. The issue is not going away – recently found a new, rare drug during an autopsy that does not show with any other tests. Also unusually high levels of Fentanyl and Meth. Explained that full autopsy is needed, rather than just a toxicology test, as a service to the family the true cause of death.

Coroner noted that cremations are becoming more common and there are examinations required by law. The office gets a fee for such examinations which is providing additional revenue for the office. Not enough to offset the autopsy expenses, but helpful.

Chair Nickels thanked the Coroner for his report and reminded him he is always welcome to come by.

Next up Chair Nickels noted he had communications from outside agencies with concerns about a “spike” in departures from Jt. Dispatch in May and invited Travis Waack, Emergency Services Director to discuss the situation.

Director Waack advised that one departure was due to medical issues, two were still in training and not comfortable with job, one person left as they were no longer satisfied with the position and one gave early notice that leaving in August. The three supervisors can and are filling shifts. This should help prevent burnout until new hires are made. He and the assistant are doing some administrative tasks which are otherwise done by the supervisors. Sees no reduction in services. Recruitment was taking place before these notices came in; began interviewing this week (Week of June 7). Fourteen interviews are being scheduled for those who passed tests. Included a senior dispatcher on the interview panel to provide a realistic view of the job and schedule; best and worst call examples. Are reviewing the training program. It is a hands-on process. Review led to training additional trainers and change in the paperwork for the trainers themselves. Considering implementing some classroom sessions for group hiring situations to create efficiencies. Also noted this is not an isolated situation and is shared by our neighboring counties. Responded to supervisor questions. Anticipates full staffing in a short time. Admits full staff does not resolve some of the conflicts among all the various county public safety agencies. He is continuing to try to address the issues. Some are decades old but will continue efforts to resolve.

Chair Nickels thanked Director Waack for his report and efforts to resolve the difficult situations.

Sheriff Dan Hartwig–

- Jail has not been fully staffed since 2013. Sheriff’s Office continues to go through several hiring processes to fill a corrections officer vacancy. Fourth round of hiring to fill a single female corrections position. Only 9 applied on the last process with no candidates.
- New opening on patrol has been filled from a recent resignation. A bailiff is retiring July 1st and there is a new hire coming in from another agency.
- One military deployment has ended, another will end in October. Two new officers will be in training.
- A civil process clerk also left for the Two Rivers Police Dept; new hire starting soon.
- Budget... lower civil process revenue because of COVID restrictions which are now easing; increase in extradition costs we are currently over budget in that area.
- Squad cameras still to be purchased – this is a capital outlay item for this year’s budget. Other large expenses: AED, electronic medical records system have been purchased and are getting implemented.

- Training on schedule. Range needed to be mined this year which is a large expense for our training budget. We made a larger ammo purchase due to general shortages. Working on agency integration training. Received grants for speed and seatbelt enforcement. Valders and Francis Creek patrol contracts are in place. Overtime under control but summer is the busy season for this.
- Squads are behind this year due to chip shortages. They are normally received in March and this year we received our first two at the end of May. We were very fortunate to order in November. Thanked committee for allowing to use instead of bidding out on own.
- New dog and canine officer are in training and will be graduating June 18<sup>th</sup>. Sheriff's Office recently signed an MOU with the US Marshall Office. Three investigators will be Task Force Officers for the Marshall's Service.
- AODA position now part of jail as part of the NNAI grant. Revenue is good and on track in the jail. State inmates are being held longer and WI DOC is paying for housing the overflow. Jail overtime is not an issue. Drug unit... remains a serious issue. Working on increasing the number of officers on unit. Jail during lockdown was handled well. No confirmed COVID-19 cases in the jail during the pandemic.
- New community outreach this coming weekend "Cops and Bobbers" to connect disadvantaged kids and police officers by going fishing. Paws for Laws (a new 501(c)(3)) initiatives/partnership to help financially support our K9 program. Several officers recognized for their efforts and service.

Chair Nickels thanked Sheriff Hartwig for the details.

At 5:57 went to the jail for the inspection.

Motion to adjourn made by Chair Nickels, seconded by Supervisor Muench. Meeting adjourned at 6:30 p.m.

Respectfully Submitted



Patricia A. Koppa, Register in Probate

For Supervisor Nicholas Muench, Committee Secretary



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

DATE: September 8, 2021  
TIME: 5:00 p.m.  
PLACE: Manitowoc County Communication and Technology Building  
(Room 111)  
1024 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 June 9, 2021 committee meeting minutes.
3. Public Comment.
  - a. Report from Sheriff Dan Hartwig: Budget and staffing update.
4. Meeting announcement: October 13, 2021.
5. Adjournment.

Date: September 2, 2021

Randy Vogel, 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 Communication and Technology Building, Room 111

September 8, 2021 5:00 p.m.

Attendance: Chairperson Dave Nickels, Supervisor James Falkowski, Supervisor Nick Muench, and Supervisor Charles Hagen.

Excused: Supervisor Rick Henrickson

Others in attendance: Sheriff Dan Hartwig

Chairperson Dave Nickels called the meeting to order at 05:03 p.m. Roll call circulated.

Minutes: Chairperson Dave Nickels asked if there were any corrections to the minutes of the June 9, 2021 committee meeting. None offered. Motion to approve was made by Supervisor James Falkowski, seconded by Supervisor Charles Hagen and unanimously approved upon voice vote.

Public comment: No one present to speak. Public comment closed after calling three times.

Sheriff Dan Hartwig reported to the committee regarding the following items:

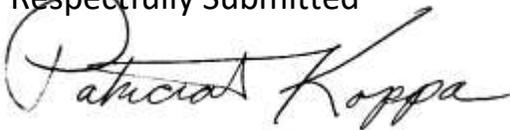
- Patrol overtime slightly over budget; however, Patrol revenues +\$17,000.
- Patrol staffing is in good shape. Officer hired from Manitowoc PD. Staff is becoming younger. There are 3 applicants on the eligibility list.
- Only 7 Reserve Deputies. This limits revenue in that area.
- Squad cameras purchased for \$86,000.
- Ammunition on back order and won't arrive until 2022.
- Contracted services are in line.
- Equipment is getting tight and are having increased costs in maintaining and acquiring. Cell phones were purchased for all Officers.
- Jail revenues are good. The State pays \$52 a day.
- Normal intake for State inmates won't occur until 2022.
- Jail capacity is 199. Current population is averaging 150. No COVID cases in jail population.
- Jail staffing down 2 positions and hiring is challenging.
- Overtime in jail is working real well due to changes in scheduling.
- Visitation renovation is still on hold due to lack of materials.

- Paws for Laws, a 501c3 organization, is supporting the Sheriff's Dept. canine unit.
- 2022 Budget will be tight. Training is expensive. Vehicles (8) needed to be ordered in August prior to submitting budget requests due to a shortage of vehicles.

Chair Nickels thanked Sheriff Hartwig for the details. Noted that the next committee meeting will be on October 13, 2021.

Motion to adjourn made by Supervisor Muench. Supervisor Hagen seconded the motion. Meeting adjourned at 5:41 p.m.

Respectfully Submitted

A handwritten signature in black ink that reads "Patricia Koppa". The signature is written in a cursive style with a large initial "P" and "K".

Patricia A. Koppa, Register in Probate

For Supervisor Nicholas Muench, Committee Secretary

Upon notes taken by Supervisor Dave Nickels, Committee Chair



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

**DATE:** Tuesday, October 12, 2021

**TIME:** 6:00 p.m.

**PLACE:** Manitowoc County Heritage Center  
Education Room – Lower Level

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 September 8, 2021 committee meeting minutes.
3. Public Comment
4. Discussion and action regarding RESOLUTION CANCELING CHECKS NOT PRESENTED WITHIN TWO YEARS OF ISSUANCE (Sheriff's Office)
5. Announcement and discussion of next meeting: November 10, 2021.
6. Adjournment.

Date: October 4, 2021

Dave Nickels, Chairperson

Prepared by: Patricia Koppa  
Register in Probate

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Manitowoc County Public Safety Committee  
Manitowoc County Heritage Center - Education Room

October 12, 2021 6:00 p.m.

Attendance: Chairperson Dave Nickels, Supervisor Rick Henrickson, Supervisor James Falkowski, Supervisor Nick Muench and Supervisor Charles Hagen.

Others in attendance: Patricia Koppa.

Chairperson Dave Nickels called the meeting to order at 06:00 p.m. Roll call circulated.

Minutes: Chairperson Dave Nickels if there were any corrections to the minutes of the September 8, 2021 committee meeting, and none being offered, asked for a motion to approve. Motion was made by Supervisor Nick Muench and seconded by Supervisor Charles Hagen and unanimously approved.

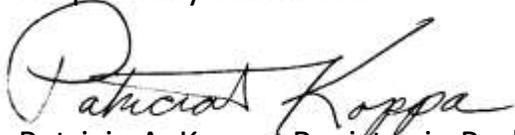
There was no one wishing to speak for public comment.

Chair Nickels presented the Resolution Canceling Checks Not Presented within Two Years of Issuance (Sheriff's Office). There were no questions and a motion was made by Supervisor Hagen with a second by Supervisor Rick Henrickson. Motion passed and resolution will be presented at the October 25, 2021 County Board meeting.

Discussed the next committee meeting. Will meet on 11/10 at the C & T Building. Clerk of Court Lynn Zigmunt will present regarding her office.

Adjournment: Supervisor Hagen moved to adjourn, Supervisor Muench seconded the motion. Motion passed and the meeting adjourned at 06:04 p.m.

Respectfully Submitted



Patricia A. Koppa, Register in Probate

For Supervisor Nicholas Muench, Committee Secretary



**MANITOWOC COUNTY  
PUBLIC SAFETY COMMITTEE  
MEETING NOTICE**

DATE: Wednesday, November 10, 2021

TIME: 5:00 p.m.

PLACE: **Manitowoc County Communications and Technology Building**  
Room 111/112  
1024 S. 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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of October 12, 2021 committee meeting minutes.
3. Public Comment.
4. Discussion and action regarding RESOLUTION ACCEPTING DONATION OF TRAILER (Sheriff's Office).
5. Report by Clerk of Court Lynn Zigmunt including discussion and action as needed.
6. Announcement and discussion of next meeting: December 8, 2021.
7. Adjournment.

Date: November 2, 2021

Dave Nickels, Chairperson

Prepared by: Patricia Koppa  
Register in Probate

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Manitowoc County Public Safety Committee  
Manitowoc County Communications and Technology Building

November 10, 2021 5:00 p.m.

Attendance: Present: Chairperson Dave Nickels, Supervisor James Falkowski, Supervisor Nick Muench and Supervisor Charles Hagen. Excused: Supervisor Rick Henrickson.

Others in attendance: Patricia Koppa, Lynn Zigmunt, Sheriff Dan Hartwig

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

Minutes: Chairperson Dave Nickels if there were any corrections to the minutes of the October 12, 2021 committee meeting, and none being offered, asked for a motion to approve. Motion was made by Supervisor James Falkowski and seconded by Supervisor Charles Hagen and unanimously approved.

There was no one wishing to speak for public comment.

Chair Nickels presented the Resolution Accepting Donation of Trailer (Sheriff's Office). Some discussion and details were provided by Sheriff upon his arrival. Value of trailer is \$13,461.68. A motion was made by Supervisor Hagen with a second by Supervisor Falkowski. Motion passed and resolution will be presented at the December County Board meeting.

Clerk of Court Lynn Zigmunt presented a report regarding her office. Explained personnel moves to address ongoing needs. The software implementation of "CCAP3" has been a disruption, but appears that the improvements will eventually result efficiencies. No additional information is known regarding an additional circuit court branch, but that will further stretch the staff. Collections through the State Debt Collection program (SDC) are higher than through other methods used in the past. Have the ability to "take" many types of payments, not just income tax refunds as in the past. However, it is a very staff intensive program as there is a lot of data input that is not integrated. Hope to have such changes come as CCAP3 continues to be launched for different areas of functioning. One area of expense is court appointed counsel, though these fees are subject to reimbursement.

Supervisors suggested that their appreciation for the effort in learning the new program and continuing to function during difficult times be extended to the Clerk of Court staff. Chair Nickels will also recognize in the report to County Board.

Adjournment: There is no anticipated agenda for December. Will meet if necessary. Supervisor Hagen moved to adjourn, Supervisor Muench seconded the motion. Motion passed and the meeting adjourned at 05:35 p.m.

Respectfully Submitted



Patricia A. Koppa, Register in Probate

For Supervisor Nicholas Muench, Committee Secretary