

**RICHLAND COUNTY PUBLIC SAFETY COMMITTEE MEETING**  
**Friday, January 6, 2023**

The Richland County Board of Supervisors Public Safety Committee met on Friday, January 6, 2023 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee Chair Melissa Luck and Committee members Bob Frank, Richard McKee, Ken Rynes, and Barbara Voyce. Present from the Richland County Sheriff's Department were Sheriff Clay Porter, Chief Deputy Aaron Wallace, and Amber Muckler. Also present for the meeting or a portion of the meeting was Judge Lisa McDougal, Clerk of Court Stacy Kleist, DA Jennifer Harper, Jenifer Laue, and Darin Gudgeon.

**Agenda Item #1: Call to Order:** Committee Chair Luck called the meeting to order at 8:30am.

**Agenda Item #2: Read and Approve Notice of Posting for January 6, 2023 Public Safety Committee Meeting:** Committee Chair Luck confirmed that the meeting was properly posted. Upon receiving confirmation Luck declared meeting properly posted.

**Agenda Item #3: Read and Approve the Agenda for January 6, 2023 Meeting:** Motioned by Bob Frank to approve the agenda. 2<sup>nd</sup> to this motion by Ken Rynes. Motion passed.

**Agenda Item #4: Read and Approve Minutes of the December 2, 2022 LEJC Meeting:** Motion by Bob Frank to approve the minutes as printed. 2<sup>nd</sup> to this motion by Richard McKee. Motion passed, minutes accepted.

**Agenda Item #5: Ad Hoc Referendum committee recommendation to the Public Safety Committee:** Frank is a member of the Ad Hoc committee, the committee gave recommendations to the departments regarding what could be changed going forward. The committee decided not to do a referendum at this point, but would like to look at possibly doing a referendum question in the future regarding separating the jail and dispatch in possibly 2024 or 2025. The Public Safety committee is also tasked with evaluating the current jail building, a new facility would more than likely be needed and this really can't be done until Pine Valley is fully paid for and that would be in 12 years. Sheriff Porter states that at some point in the future he believes that he thinks it's important that the jail and dispatch should be separated at some point. This would help with retention and also make the people more specialized in one skill set over having them do both jailing and dispatching. There was more discussion on separation of the jail and dispatch, a jail administrator position and where the committee goes with this request from this point. Luck stated she will gather further information and she would like to see this item regarding the jail and dispatch on the agenda each month.

**Agenda Item #6: Coroner Updates:** Sheriff Porter shared the coroner updates with the committee members. Total cases in 2022 were 130 calls. Other statistics were given for the year.

**Agenda Item #7: Circuit Court Judge updates/comments:** Judge McDougal commented that the Assistant Register in Probate has moved from the Probate office to the District Attorney's office due to the talk of eliminating the position. This position is no longer being eliminated, but they will now have to look for a new person who has the knowledge required to fill this position. McDougal also talked about the potential elimination of the Treatment Court Coordinator, she stated this really is an important program the county provides to people with substance abuse issues and how to allow them therapy and rehabilitation. There was further discussion on treatment court, the process of this program and what department are all involved in this program.

**Agenda Item #8: Clerk of Court Update:** Kleist shared her reports with the committee members. Kleist went over the expenses and revenues for the 2022 budget for her department. Kleist discussed attorney fees with the committee.

**Agenda Item #9: Probate Updates:** Laue went over her expense/revenue reports for her office with the committee members. Laue discussed attorney fees, which is a big piece as to why her budget is over for 2022. Laue stated interviews for the Assistant Register in Probate will begin next week, she stated she did receive 3 applications for the position.

**Agenda Item #10: District Attorney Updates:** DA Harper stated that her victim/witness program has improved in just the 3 days she has had an additional person in her office. No other information provided.

**Agenda Item #11: Emergency Management:** Director Gudgeon stated that he does not have reports for the committee members this month, but he briefly discussed the outlook of his budget and what specific items have affected his budget for 2022. Gudgeon talked about projects his department is handling right now and in 2023. Director Gudgeon stated that the 2 grants he worked on have been awarded, so there will be work on those grants as well.

**Agenda Item #12: Approve monthly invoices and other Sheriff's Department reports:** Sheriff Porter stated that overall the 2022 budget should come in under budget, but there were some line items that will be over budget and some revenues that were well exceeded for the year. The committee members went over the invoices for the month and discussed some specific invoices. Motion to approve paying the invoices for the month made by Bob Frank, second to this motion by Richard McKee. Motion approved. There was discussion on the monthly expense/revenue reports for the Sheriff's office. Sheriff Porter went over the monthly jail statistic report.

**Agenda Item #13: Committee discussion and possible approval of step increase for the Sheriff's Office Secretary/Clerical Assistant position:** Sheriff Porter stated that this position was the position that Carlson & Dettman regarding this position. The job description really isn't much different from the Register in Probate assistant excluding court. The money was included in the budget for 2023 and so the Sheriff is looking to do a possible step increase. This person is at step 4 and she is a 32 year employee. The county policy does not allow for a general employee to be paid above a step 4. Sheriff Porter would like to make a

recommendation for this position to be increased to a step 8 to move forward to Finance & Personnel. Motion to approve this position step increase and brought forward to the Finance committee and to also review the policy for the long term employees made by Bob Frank, second to this motion by Richard McKee. Motion approved.

**Agenda Item #14: Committee approval to advertise for Jailer/Dispatcher positions for the Sheriff's Office:** Sheriff Porter stated that there are 2 positions that are open in jail/dispatch. Motion to advertise made by Ken Rynes, second to this motion by Bob Frank. Motion approved.

**Agenda Item #15: Committee approval to let the Sheriff's Office retain monies awarded from the ALERT Law Enforcement Challenge:** Sheriff Porter stated that Deputy Rupnow received second place in the contest which was a winning of \$8,000 for the department. There are ways the sheriff would like to spend the money but the sheriff needs committee approval to retain the money. Motion by Barb Voyce to approve the department retaining this money, second to the motion by Bob Frank. Motion approved.

**Agenda Item #16: Further discussion on contracting deputies for outlying villages:** Sheriff Porter said he is continuing conversations with the villages regarding hours and personnel. Porter stated there would not be a new hire from the department for the personnel contracted with the village of Lone Rock.

**Agenda Item #17: Radio Tower project updates:** Sheriff Porter stated things are being worked on. Towers are being looked into and contracts with the towers and pricing of the current towers to have space on them. There will be a meeting next week on the door controls/locks and is being worked on.

**Agenda Item #18: Mapping, Radio System & Squad Updates:** Sheriff Porter stated that the 2023 vehicles are on order. Chief Deputy Wallace went over the squad report with the committee members. The GIS position in zoning is being contracted out, there was discussion on how an address gets from being created and what all departments and people touch this address to get it put in the proper places and programs that it needs to for dispatch, mapping, and zoning.

**Agenda Item #19: Future agenda items:** Update from True North regarding the radio project, Future jail/dispatch recommendations, PSAP & GIS Grant monthly updates.

Motion to move to closed session at 10:25 am made by Bob Frank, second by Ken Rynes. Motion approved unanimously. The Sheriff, Chief Deputy and Office Manager remained in the meeting along with the remaining committee members for the jail inspection report.

**Agenda Item #20: Jail Inspection Report and Evaluation of jail staff performance: Closed Session:**

Motion to approve going back to open session at 10:51 am made by Bob Frank, second to this motion by Barb Voyce. Motion approved.

Motion by Ken Rynes to file the jail inspection report with the Sheriff's Office, second to this motion by Bob Frank. Motion approved.

**Agenda Item #16: Adjourn;** Motion by Bob Frank to adjourn until the regular Public Safety Committee meeting on Friday, February 3, 2023 at 8:30am. Second to this motion by Ken Rynes. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler