

**Minutes  
Law Enforcement/Emergency Management Committee  
October 2, 2013**

Members Present: Dick Miller, Olin Femreite, Rob Reichwein, John Aasen

Also present: Sheriff Richard Anderson, Lt. Tonya Niederkorn, Jami Kabus, District Attorney Taavi McMahon, Rian Radtke, Renee Lyon, Ed Bierer-Stellar Services Inc.

Meeting called to order at 2:35 pm by Aasen stating proper posting and notification has met open meeting requirements. Motion made by Reichwein and seconded by Femreite to approve the agenda as posted. Motion carried 4-0.

Motion by Miller and seconded by Femreite to approve the August 28, 2013 meeting minutes. Motion carried 4-0.

**Renee Lyon-Personnel Requisition Due to Resignation (Child Support Department)**

Lyon requested approval from the Committee to fill the position that was currently filled by Kari Conrad who took a position within the Clerk of Courts Department. This position's salary is already included in the 2014 Budget and the amount for family insurance coverage will be added. Motion by Reichwein and seconded by Femreite to approve filling this position. Motion carried 4-0.

**Personnel Requisition for Office Manager/Paralegal-District Attorney's Office**

McMahon stated that Nancy Knutson has been with the County since 1973 and is requesting permission to rename her current title of Secretary II to Office Manager/Paralegal. McMahon advised that Knutson assists the office in a variety of levels far and above beyond a secretarial position's duties. Knutson does a high level of paralegal work consisting of but not limited to drafting complaints, bad check collections for the County; criminal history's, and works and assists other agencies within the County. McMahon stated that the newly created title position would be a non-represented position which would incur approximately \$4800 increase in compensation per year. This position will not change the head count with the District Attorney's Office and would have to be approved through all three Standing Committees and the County Board. Motion by Reichwein to move to the next Committee for approval seconded by Femreite. Motion carried 4-0.

**Discussion of Monthly Issues and Concerns in Jail and Department**

Video Visitation System – Lt. Niederkorn presented to the Committee members a Jail Video Visitation Vendor Comparison document. The Sheriff advised that Stellar Services would be the best fit for our needs to install three kiosks within the front room lobby area and a kiosk in each cell block. Stellar's price will be \$50,000 for the installation which includes the software and training and no maintenance costs to the County. The Warranty is for the length of the contract of 3-5 years. The Server covers 60 days of recordings. Niederkorn advised that we currently use Stellar Services for our Commissary and are very pleased with them. Visitation can be utilized on and off site making it possible for more inmates to visit with their family and friends at no cost to the County. Reichwein asked if fees are incurred upon visitors that utilize the system at the Jail and Bierer stated no. All visits would be recorded and recordings could be utilized by the Detectives if needed for their investigations. Bierer advised that this system uses face recognition software which currently no other vendor provides. Bierer advised that upgrades to the software are at no additional costs to the County and if the hardware breaks Stellar will replace free of charge for 5 years and then would be rolled over into the current Commissary Program the Jail currently uses. Bierer advised that equipment costs are the only

other costs noting Bandwidth can make or break good video visitation. Our IT department advised that 300K Bytes required could be incorporated into the system already in the Jail. Stellar Services provides their own server needed for this system. All 10 kiosk pods are built by Stellar. The cost of \$1/per minute for the use of the video visitation system would be at the expense of the inmate or their family and friends. There will no longer be direct contact visitation except by inmates' attorneys. Sheriff stated there are currently funds available for this project in the Jail Assessment Fund Account. Sheriff asked that Rian Radtke review the contract written by Stellar prior to signing. Sheriff stated Bruce Cheline would have to run network and power cables to the cell areas for the kiosk pods. Motion by Femreite to approve the Jail Video Visitation project to be paid out of the Jail Assessment Fund seconded by Reichwein. Motion carried 4-0.

Jail Door Locks – Next months Agenda.

**Review estimates to move pump house and well off of County owned property.**

*Convene to closed session per Wis. Stat § 19.85 (1)(e) to discuss negotiation strategies to resolve share of costs relating to the raising or removal of a well and pump house on County owned property, requiring a closed sess.*

**Motion by Aasen and seconded by Reichwein to enter into closed session at 3:20 p.m. Roll call vote – Reichwein, yes; Miller, yes; Femreite, yes; Aasen, yes. Motion carried 4-0.**

*Reconvene Into Open Session Immediately Following Closed Session.*

**Motion by Reichwein and seconded by Femreite to reconvene into open session at 3:45 p.m. Roll Call vote – Reichwein, yes; Miller, yes; Femreite, yes, Aasen, yes. Motion carried 4-0.**

**Discussion of Monthly Department Activities/Concerns**

Request to Fill Vacant Deputy Position – Sheriff requests approval to fill a Deputy position available due to a personnel medical resignation. This will not be a new position and wages and benefits are included in the 2014 Budget. Aasen asked if this position really needed to be filled at which Sheriff stated we currently operate with three Deputies on a shift and if one is sick or on vacation we would either have to fill with part-time or overtime. Motion made by Miller to fill the current open Deputy vacancy seconded by Femreite. Motion carried 4-0.

Blinking Lights on Amish Buggies – Miller asked if the Amish Community is supportive of the blinking lights and Aasen stated the Elders are not. Miller inquired if an ordinance is really necessary. Possible ideas were a letter of suggestion from the Sheriff to add the blinking lights for safety reasons or Radtke stated even a resolution by the County Board which would exclude the need for an ordinance. Sheriff stated he would like to meet with the Elders along with Aasen first prior to sending out a letter of suggestion to see if that would be sufficient.

Questions Regarding Monthly Vouchers – None

Discussion of General Operations – Sheriff stated that the Office is busy with a lot of Drug Investigations.

**Other Items**

No other items.

**Next Meeting Date/Time**

The monthly Law Enforcement/Emergency Management Committee meeting will be held on November 20, 2013 at 2:30 p.m. in the Packer Room.

With no further discussion, motion by Aasen, seconded by Femreite to adjourn the meeting at 4:10 p.m.

Respectfully submitted,

Olin Femreite  
Secretary, Law enforcement/Emergency Management Committee  
Minutes by: Carol Ressler