

**PUBLIC SAFETY & JUSTICE COMMITTEE**  
**October 19, 2009**

**Call to Order.** Chair Collins called the meeting of the Public Safety and Justice Committee to order at 4:00 P.M. on October 19, 2009 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Collins, Beaver, Brill, Knudson, Wiedenfeld.

**Committee Members Excused:** None.

**Staff Members Present:** Dave Sleeter, 911 Communications Center Director; Sheriff Bob Spoden; Diane Michaelis, Sheriff's Office Manager; Elizabeth Pohlman McQuillen, Criminal Justice System Planner/Analyst; Jenifer Keach, Coroner; Josh Smith, Assistant to the County Administrator; Kris Baker Ellis, Child Support Director; David O'Leary, District Attorney; Rita Costrini/Norgal, Mediation & Family Court Services Director; Craig Knutson, County Administrator.

**Others Present:** County Board Chair Russ Podzilni.

**Adoption of Agenda.** Supervisor Knudson moved approval of the agenda as presented, second by Supervisor Brill. ADOPTED.

**Adoption of Minutes.** Supervisor Wiedenfeld moved approval of the minutes of October 5, 2009 as presented, second by Supervisor Brill. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** None.

**Consent Calendar.**

**Transfers and Appropriations.** None.

**Bills/Encumbrances.**

Sheriff	\$ 7,290.85
RECAP Operations	6,586.68
Correctional Facility	5,661.87
Circuit Courts	324.71
Clerk of Courts	473.42
911 Project Operations	190.49
District Attorney	2,683.10
Emergency Management	177.34
Coroner	6,322.13
Child Support	547.00
Assist. Firefighter Grant	2,598.76
LEPC	50.00

**Pre-Approved Encumbrance Amendments.** None.

Supervisor Knudson moved approval of the above Consent Calendar for the Public Safety & Justice Committee, second by Supervisor Beaver. ADOPTED.

**Resolutions.**

**Purchase of Uninterruptible Power Supply (UPS) Batteries.**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2009 that a Purchase Order be issued for Optional Battery Bid to J.T. Packard of Verona, Wisconsin, in the amount of \$15,828.59.”

Supervisor Brill moved approval of the above resolution, second by Supervisor Knudson. ADOPTED.

**Authorizing Contracts for Construction Documents and Project Oversight for Phase One of the Jail Renovation Project.**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2009 does hereby authorize a contract with Potter Lawson for construction document and construction phase services for Phase One in an amount not to exceed \$374,820 plus reimbursable expenses not to exceed \$50,000.

**BE IT FURTHER RESOLVED**, that a contract is authorized with The Samuels Group for owner’s representative services for the construction document and construction phases of Phase One in an amount not to exceed \$631,920.”

Supervisor Wiedenfeld moved approval of the above resolution, second by Supervisor Knudson. ADOPTED.

**Departmental Reports.**

Mediation and Family Court Services – Third Quarter Report. The report was included in the packet. Supervisor Brill asked Ms. Costrini/Norgal if she still feels secure. She said she works with Security the day before and first thing in the morning so they are aware of her needs.

Coroner – Chief Deputy Vacancy – Ms. Keach advised the Chief Deputy resigned last Monday (October 12<sup>th</sup>). The position has been posted and the deadline for applications is Friday, October 23<sup>rd</sup>.

Coroner – Medication Policies – Ms. Keach distributed the following policies: Medication Collection, Counting of Inventoried Medications, Destruction of Medications (attached). These are the final versions.

**Budget Review.**

Child Support. Ms. Baker Ellis said she is satisfied with her budget.

Clerk of Court. Mr. Mielke is happy with his budget.

Coroner. Ms. Keach has no concerns about her budget.

District Attorney. Mr. O’Leary said he has a number of homicide trials coming up the first of the year. His witness fee budget is \$7,000 for 2010, however, one expert doctor wants \$5,000 to testify for one day. So, he may be back to Committee later on in the year for additional funds.

Emergency Management. No one present.

Mediation & Family Court Services. Ms. Costrini/Norgal said she appreciates Mr. Knutson’s cooperation on the budget.

911 Communications Center. Mr. Sleeter said he requested an additional person for telecommunications support. In the budget, Mr. Knutson is proposing one person – half time telecommunications support person and half time public safety systems person.

Rock Valley Community Programs. Supervisor Brill said Rock Valley is happy with their budget.

Sheriff. Sheriff Spoden said he has always had a good relationship with Craig Knutson and Administration. He understands the situation the County is in. He credits his staff and Diane Michaelis for finding ways to provide services. He said they are fortunate to have accessibility to grants and have generated revenue for capital items that would otherwise have been on the tax levy.

Chair Collins thanked all the Department Heads and Administration for working together to make the best use of taxpayer dollars. Mr. Knutson said he appreciates the work Departments did turning in realistic budgets and helping to deal with the issues we face.

**Committee Requests and Motions.**

Discussion of Future Department Tours. The Committee and Department Heads agreed on the following schedule:

- November 2 District Attorney’s Office/Mediation & Family Court Services
- November 16 Coroner’s Office
- December 7 Sheriff’s Department

**Adjournment.** Supervisor Wiedenfeld moved adjournment at 4:32 P.M., second by Supervisor Knudson. ADOPTED.

Respectfully submitted,

Linda Milligan  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**