

**DODGE COUNTY  
LAW ENFORCEMENT COMMITTEE MEETING  
January 15, 2016**

**Call to order:** Meeting was called to order by Chair, MaryAnn Miller, at 8:00 a.m.; a quorum was established with the following members present:

MaryAnn Miller  
Darrell Pollesch  
Lisa Derr  
Larry Bischoff  
Absent – Larry Schraufnagel

**Also Present:** James Mielke, County Administrator; Judge; Steven Bauer, Circuit Court Judge; Joseph Sciascia, Circuit Court Judge; Lynn Hron, Clerk of Courts; Bob Barrington, District Attorney Managing Attorney; Bernie Mueller, Child Support Agency; Dale Schmidt, Dodge County Sheriff; Patrick Schoebel, Medical Examiner; Steven Seim, Family Court Commissioner; Amy Nehls and Joe Meagher, both from Emergency Management; Barb Brandt, Br. 4 Judicial Assistant.

Miller certifies compliance with the Open Meeting Law.

**Approval of Agenda and Allow for Deviation:** Motion made by Bischoff to approve Agenda and to allow for deviation; second by Derr. Motion carried.

**Public Comment:** None

**Approval of Minutes:** Motion by Bischoff to approve Minutes of December, 2015; second by Pollesch. Motion carried.

**Communications:** None

**Announcements:** None

**Circuit Court/Judge's Report:** Judge Bauer reported that the same psychiatrist who billed at the end of the year in 2014 also sent bills exceeding \$17,000 at the end of 2015, and it was too early to tell what effect this was going to have for the end of the year. The final numbers were going to be very close.

Judge Bauer has alerted both the County Administrator and the Finance Department that he has now put some control procedures in place to keep the late year billing from happening again. Most of these charges are for mental commitments, a figure that there is no control over how many are filed each year. He explained the procedure used regarding mental commitments and the requirements of the Statutes. He also informed the Committee that he will be calling the psychiatrist during the year if he is behind in his billing in 2016.

The Courts received the first installment for circuit courts payment from the State and this amount was the same as the amount received last year.

2016 started with a camera that needed to be replaced in the Branch 4 Courtroom.

**Clerk of Courts Report:** Lynn Hron reported that her office will be changing from their current debt collection agency to the State Debt Collection Program. That agency has a higher collection percentage and is more aggressive in their collections than the agency currently being used.

She reported that a new petition is going before the Supreme Court in February regarding mandatory e-filing. Some of the funding issues have been worked out so she anticipates that this year this matter will be approved. Bob Barrington informed the Committee that Dodge County would probably be one of the first counties that will start with the mandatory e-filing.

**Child Support Report:** Bernie Mueller reported that her office is getting ready for the mandatory filing. They are in the process of converting over approximately 4,000 cases.

**District Attorney Report:** Bob Barrington reported that the DA is not at this meeting because of trial preparation for upcoming jury trials, and he gave a short report regarding the number of cases filed compared to prior years.

Bob reported that with the e-filing that will be forthcoming, there may be arrangements made to use the County computer training room to train local attorneys.

**Medical Examiner Report:** PJ Schoebel reported that the number of cases for his office were up in 2015. While the amount of autopsies were the same, the number of reimbursable ones were down. His office is over budget and he anticipated asking for a contingent budget transfer. He also has no control over the numbers of cases his office handles.

He reported that a Bill is being circulated now at the Capital regarding fees.

He is on the Committee that is looking for reformation of Medical Examiner Offices regarding death investigations.

**Sheriff Office Report:** Sheriff Schmidt reported to the Committee that the jail seems to be experiencing the same problems with the pipes that occurred in the Justice Facility a few years ago. He will keep the Committee updated.

Regarding the population in the jail, the number of contract beds averaged 231, with the end of the year having been between 260 and 280 contract beds.

The jail is getting new credit card machines for bail bonds, the current provider was expensive for users. The new machines will also allow for payment for civil process.

There will be an Explorers program on January 25 at 6:00 p.m. in the training room of the Sheriff's Office for parents and the Explorers. Chair Miller encouraged the Committee members to attend.

The annual Awards Banquet for the law enforcement association will be February 19, 2016 at the Mayville Country Club. Cocktails will be at 5:30 with dinner at 6:30. Three citizen awards will be given out, along with additional awards that include those for support person of the year and correctional officer of the year. Chair Miller also encouraged attendance at this event.

The Sheriff reported that there are 2 laws being debated that would require law enforcement to attend every situation regarding a juvenile. These situations are currently screened by Human Services staff who determines if a referral should be made. If this bill passes, it will place a big burden on the local Sheriff's Office staff. There was discussion on this matter and the Sheriff

fielded questions by Committee members. It was decided to move a discussion regarding mental detentions to next month's meeting.

In an update regarding the civil service hiring, the Sheriff's Office is still struggling to fill one position. The current Civil Service process slows everything down. Sheriff Schmidt is working on filling the Jail Administrator position and is hoping to fill that position in early February.

The Sheriff has been working at drafting new hiring and promotion policies and is still working on a new discipline policy as a proposal to replace the current civil service process. He is planning on taking his ideas regarding these policies to the Human Resources Committee next week to discuss it with them, and will report to this Committee in the near future.

Sheriff Schmidt reported that of the 51 goals he had for this year, all have been completed except 4-7 which are still in progress. He made the goals for 2016 more formal and the Committee members received a copy of this directly from the Sheriff.

There are discussions regarding the water rescue and dive responsibilities at they relate to the Beaver Dam Fire Department. John Corey has indicated that policies outlined in Chapter 59 likely don't apply to Dodge County.

**Other business:** An informational presentation was made at this meeting by Amy Nehls and Joe Meagher from the Office of Emergency Management. Amy has given this presentation to the WCA, and she gave the Committee the history of emergency management. She informed the Committee that County employees have all taken the basic NIMS training either online or in a class taught by Amy or Joe. Amy explained the processes for when her department might be called out, uses the trailer and processes for reimbursement from the State or federal agencies. She explained that her department might act as a liaison for localities regarding claims and assessments and also in communication with the media. They also assist in filling out paperwork in order to recoup local costs.

Amy explained that the State does not take over a County response until they are asked, and that she explained the duties taken under the following categories: Mitigation, Preparedness, Response and Recovery.

She further explained the daily functions and responsibilities of her office including training, exercise of planning, office administration and filing of grants, outreach and working with local emergency planning committees. Dodge County also has a county-wide Hazmat team that has a specialized level of training.

**Next Meeting:** Friday, February 5, 2016 at 8:00 a.m. at the Dodge County Justice Facility. The Security Meeting for February will follow this Law Enforcement Meeting.

**Adjournment:** Motion by Pollesch to adjourn meeting; second by Derr. Motion carried. Meeting adjourned at 9:16 a.m..

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**

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Larry M. Bischoff, Secretary

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Barbara N. Brandt, Recording Secretary

**STEVEN G. BAUER, CIRCUIT JUDGE  
DODGE COUNTY CIRCUIT COURT, BRANCH FOUR**

Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091  
920) 386-4050 FAX (920) 386-3587

Doreen Streblow, RPR  
(920) 386-4049  
Court Reporter

Barbara N. Brandt  
(920) 386-4050  
Judicial Assistant

MEMORANDUM

To: Dodge County Finance Committee  
James Mielke, County Administrator

From: Steven G. Bauer, Circuit Judge



Date: February 1, 2016

Re: Budget Adjustment – Circuit Courts

Attached you will find a fund transfer request to move funds among budget units to cover an increase in expenditures for psychiatric evaluations. The main adjustment is a \$49,500 increase in the Court's budget for psychiatric evaluations. As you might remember, an additional \$14,000 was added to this line item during 2015 to cover an anticipated deficit. Unfortunately, the \$14,000 was insufficient. The total costs for psychiatric evaluations was approximately \$129,500. The 2015 budget for this line item was \$66,000.

The increased costs for psychiatric evaluations was primarily the result of an increase in mental commitments. Under the law, when someone is taken into custody, and the Court has found probable cause that he or she suffers from a treatable mental illness and are a substantial risk of anger to either themselves or others, the Court must order two psychiatric evaluations. The Court has no control over the number of these commitments. They are kind of like snowstorms.

There were two other revenue decreases related to the Circuit Court grant (\$8,000) and Guardian ad litem grant (\$5,800) to reflect the amount actually received from the State.

Fortunately, there were positive surprises in the budget. We collect more money for attorney's fees (\$29,000) and guardian ad litem fees (\$15,000) than what was budgeted. Moreover, there was money left in other line items that were not expended this year (I was concerned with the uncertainty of the budget), with the largest being fill-in court commissioner pay (\$6,000.)

I can inform you that I, with the assistance of Julie Kolp, have put in place some accounting measures that should help me make the estimate for psychiatric expenses more accurate. I respectfully ask you to approve this budget amendment.

RESOLUTION NO. \_\_\_\_\_

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget on November 12, 2014; and,

**WHEREAS**, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted; and,

**WHEREAS**, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

1. In the Courts, as set forth in Exhibit "A", which has been attached hereto;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

1. In the Courts, as set forth in Exhibit "A", which has been attached hereto.

All of which is respectfully submitted this 17th day of February, 2016.

**Dodge County Finance Committee:**

\_\_\_\_\_  
David Frohling

\_\_\_\_\_  
Gerald Adelmeyer

\_\_\_\_\_  
Wayne Uttke

\_\_\_\_\_  
Thomas Schaefer

\_\_\_\_\_  
Phillip Gohr

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2016 Budget?  
\_\_\_\_\_ Yes or \_\_\_\_\_ No

Fiscal Impact on the adopted 2016 Budget:  
\$ \_\_\_\_\_

Fiscal Impact reviewed by the Dodge County Finance Committee on \_\_\_\_\_, 2016.

\_\_\_\_\_  
David Frohling, Chairman  
Dodge County Finance Committee



**Dodge County, Wisconsin  
Finance Department  
Fund Transfer Form**

Resolution Number:

Department: Courts

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

**Description of Adjustment:**

Please see Memorandum To: Dodge County Finance Committee and James Mielke, County Administrator

From: Steven G. Bauer, Circuit Judge, Date: February 1, 2016, RE: Budget Adjustment - Circuit Courts

Budget Amendments				
Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
<b>Revenue Decreases</b>				
301	4221	031	Circuit Court Grant	8,000
308	4221	032	Guardian Ad Litem Grant	5,800
<b>Revenue Increases</b>				
307	4521	033	Attorney Fee Recoupment	(29,000)
308	4521	031	Guardian Ad Litem Recoupment	(15,000)
401	4512		Document Filing Fees	(2,000)
<b>Expenditure Increases</b>				
307	5211	03	Psychiatric Evaluations	49,500
<b>Expenditure Decreases</b>				
301	5121		Wages and Fringe Benefits	(4,000)
301	5156		Court Commissioner Pay	(6,000)
301	5312		Office Supplies	(3,000)
301	5812		Furniture & Furnishing	(1,500)
401	5121		Wages and Fringe Benefits	(2,800)
<b>Funds Applied</b>				0.00