NOTICE OF MEETING

LAW COMMITTEE

September 21, 2022 - 4:00 PM

Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081

LEC-West Conference Room

To Join the Meeting Remotely:

Dial: +1 617-675-4444
Enter Pin: 376 575 401 6742#

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting may come to the Law Enforcement Center or listen remotely.

Amended Agenda

- Call to order
- Pledge of Allegiance
- Certification of Compliance with Open Meeting Law
- Approval of Minutes
- Correspondences/Communications

Clerk of Circuit Court

- Consideration of Vacant Position Request for Judicial Assistant
- Consideration of Vacant Position Request for Court Support Services Specialist
- Consideration of Vacant Position Request for Court Support Services Specialist
- Consideration of hiring Register in Probate above the midpoint of the salary range

Sheriff

- Consideration to utilize $4,000 from the County Drug Forfeiture Account to purchase educational materials
- Consideration to replace HazMat truck with funds not to exceed the balance of the State HazMat Contract account and other allowable grant funds
- Consideration of repairs to Squad 58
- Consideration of repairs to Squad 30

- Consideration of approving vouchers

- Consideration of attendance of members at other meetings or functions
- Adjourn

Prepared by:
Jodi LeMahieu
Recording Secretary

Gerald Jorgensen
Committee Chairman

Note: persons with disabilities needing assistance to attend or participate are asked to call 459-3895 prior to the meeting so that accommodations may be arranged.
A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

SHEBOYGAN COUNTY LAW COMMITTEE MINUTES

Law Enforcement Center
West Conference Room
525 North 6th Street
Sheboygan, WI 53081

August 17, 2022 **Called to Order: 4:00 PM** **Adjourned: 5:14**

MEMBERS PRESENT: **In Person:** Chairman Gerald Jorgensen, Vice Chairman Paul Gruber, Secretary Wendy Schobert, Member Jacob Immel, Member Carl Nonhof

MEMBERS ABSENT: None

ALSO PRESENT: Chad Broeren, Natascha Rowell, Chris Nehring, Melody Lorge, Jennifer Zimmermann, Cory Roeseler, Jodi LeMahieu

Call to Order

Chairman Jorgensen called the meeting to order.

Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

Certification of Compliance with Open Meeting Law

The meeting notice was posted on August 15, 2022 at 1:20 p.m. in compliance with the open meeting law.

Approval of Minutes

Motion by Immel, second by Gruber, to approve the minutes from the previous meeting. Motion carried with no negative votes.

Correspondences/Communications

There were no correspondences/communications.

Clerk of Circuit Court

Motion by Nonhof, second by Immel, to approve the 2023 Budget for the Clerk of Circuit Court. Motion carried with no negative votes.

Medical Examiner

Motion by Gruber, second by Schobert, to approve the 2023 Budget for the Medical Examiner. Motion carried with no negative votes.

Sheriff

Sheriff Roeseler informed the Committee of recent resignations and retirements.

Motion by Schobert, second by Immel, to approve using MEG Unit State Drug Forfeiture funds to pay the invoice included in the agenda packet. Motion carried with no negative votes.

Motion by Immel, second by Nonhof, to approve the Vacant Position Request (VPR) for Corrections Lieutenant and any domino effect. Motion carried with no negative votes.

Motion by Immel, second by Schobert, to approve the Vacant Position Request (VPR) for Communications and Electronics Technician with a three-month overlap. Motion carried with no negative votes.

Motion by Nonhof, second by Immel, to approve the Sheboygan County Public Records Request Fee Schedule. Motion carried with no negative votes.

Motion by Gruber, second by Nonhof, to approve the appointment of Sam Sejut to the EMS Council, replacing Holly Parker. Motion carried with no negative votes.

Motion by Gruber, second by Immel, to approve the lease agreement with Vorpahl Farms. Motion carried with no negative votes.

Motion by Immel, second by Schobert, to approve the 2023 Budget for the Sheriff's Department. Motion carried with no negative votes.

Vouchers

Motion by Immel, second by Nonhof, to approve the vouchers. Motion carried with no negative votes.

Approval of Attendance at Other Meetings or Functions

There were no requests for approval of attendance at other meetings or functions.

Adjournment

Motion by Schobert, second by Gruber, to adjourn. Motion carried with no negative votes.

Jodi LeMahieu
Recording Secretary

Wendy Schobert
Committee Secretary

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 8/23/2022
To: Law Committee Members
From: Melody Lorge, Clerk of Courts

Position Request:
Position: Judicial Assistant and any domino effect positions
Reason for Vacancy: Resignation occurring on September 9, 2022

Justification:

The recordkeeping and scheduling for all in-court related activities, as well as clerking in the courtrooms, collecting all fines, costs and filling fees. In order to accomplish this, it is necessary to be at full staffing levels.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:
Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$45,406	$32,863	$78,269

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Melody Lorge Date: 8/24/2022

Human Resources Director Signature [signature] Date: 08/24/2022

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 8/24/2022
To: Law Committee Members
From: Melody Lorge, Clerk of Courts

Position Request:
Position: Court Services Specialist and any domino effect positions
Reason for Vacancy: Resignation occurring on September 9, 2022

Justification:

The recordkeeping for all in-court related activities, as well as clerking in the courtrooms, collecting fines, costs and filing fees. In order to accomplish this, it is necessary to be at full staffing levels.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:
Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$41,330	$32,279	$73,609

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Melody Lorge Date: 8/24/2022

Human Resources Director Signature [signature] Date: 08/24/2022

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
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4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 8/31/2022
To: Law Committee Members
From: Melody Lorge, Clerk of Courts

Position Request:
Position: Court Services Specialist and any domino effect positions
Reason for Vacancy: Resignation occurring on September 16, 2022

Justification:

The recordkeeping for all in-court related activities, as well as clerking in the courtrooms, collecting fines, costs and filing fees. In order to accomplish this, it is necessary to be at full staffing levels.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:
Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$41,330	$32,279	$73,609

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Melody Lorge Date: 8/31/2022

Human Resources Director Signature [signature] Date: 08/31/2022

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.