

CHIPPEWA COUNTY
LEGAL & LAW ENFORCEMENT COMMITTEE
REGULAR MEETING
JANUARY 24, 2022
CHIPPEWA COUNTY COURTHOUSE, RM 302
4:30 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Mechele Shipman	Chippewa County	District 9 (Chair)	Present	
Lee McMenamin	Chippewa County	District 4 (Vice-Chair)	Excused	
Harold Steele	Chippewa County	District 1	Present	
Kari Ives	Chippewa County	District 12	Present	
James Ericksen	Chippewa County	District 5	Present	

Others present: Rick Starck, Dan Modl, Curt Dutton, Jim Isaacson, Randy Scholz, Tamee Foldy, Rachel Braden, Karen Hepfler, Jaynee Brannen, and Denise Shervey.

Recorder: Amanda Richardson

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

Motion (Steele/Ives) to approve the consent agenda as presented. Carried by Roll Call. All Supervisors present voting Aye.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harold Steele, District 1
SECONDER:	Kari Ives, District 12
AYES:	Shipman, Steele, Ives, Ericksen
EXCUSED:	McMenamin

1. Approve the Agenda

2. Approve the Minutes

Legal & Law Enforcement Committee - Regular Meeting - Nov 15, 2021 4:30 PM

3. Schedule Next Meeting Date - March 21, 2022 at 4:30 PM

5. REPORTS

1. Update on Judiciary - James Isaacson

Circuit Court Judge James Isaacson addressed the committee on the shortage of State Public Defender attorneys. Because of cases that are time sensitive and cannot sit, it causes courts to end up appointing an attorney at a higher County reimbursement rate and he feels that will eventually cause an issue on County budgets.

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Regular Meeting

Chippewa County Courthouse, Rm 302

4:30 PM

Isaacson also stated the County court commissioners office needs attention, primarily the polycom as it is outdated as well as some sanitary updates to the Branch 3 courtroom jury box.

2. Clerk of Courts - Karen Hepfler

Visix Digital Signage

Clerk of Courts, Karen Hepfler, stated everything has been going smoothly with the Visix project. The screens have been installed in the public access room and her staff will be learning the software and doing training online within the next month or so.

2022 MLK Day

Hepfler stated all her staff were in person for Martin Luther King Day to work on record retention, updating website information and manuals as well as completing the County online training that was given.

District Staff Training

Hepfler stated there will be a district staff training provided for all 14 counties in the district for all staff by Zoom starting with criminal traffic on Friday January 28th.

Office Update

Hepfler introduced her new Chief Deputy Jaynee Brannen to the committee. Hepfler stated they have had a few bouts of COVID between staff or their families but have been able to work well with working remotely during those times.

3. Division Reports/Sheriff's Report/Spillman Update - Jim Kowalczyk

Rick Starck, Investigations lieutenant, updated the committee on investigations they are currently working on. Starck stated they are also working on personnel for the 2022 Eau Claire Air Show as well as the 2023 Country Jam which now will be located in Chippewa County in the Town of Wheaton.

Curt Dutton, Jail Captain, updated the committee on the jail. He stated they just wrapped up their annual inspection and will have the results soon. Dutton explained they have 3 new system projects that they are currently working on, Guard1, for inmate monitoring, MorphaDent touch system, which identifies a persons identity based on a fingerprint and KeyWatcher which is an electronic key cabinet. Dutton indicated they are at about 100 inmates which is about 20 inmates down with no boarders. Dutton mentioned staffing has become an issue with constant turnover and looking into how to keep employee retention.

Tamee Foldy, Emergency Communications Center Director, updated the committee on staffing levels in dispatch and indicated they are also having an issue with retaining employees in which they are currently sharing employees with the Jail. She stated the new radio project was running well with much better coverage however the Cadott and Cornell locations will not be ready until March.

4. Sheriff Department Logo - Jim Kowalczyk

County Administrator, Randy Scholz, explained that he and Sheriff Kowalczyk will be meeting with the petitioner on behalf of changing the Sheriff's Department logo on Wednesday January 26th and will inform the committee at the next meeting.

6. BUSINESS ITEMS

1. Sheriff's Office 2023 CIP - Jail Project - Jim Kowalczyk/Chad Holum

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Jail Captain Curt Dutton presented the 2023 CIP request for the Jail Visitation Room/Front Office Remodel. He stated they are looking at eliminating the current visitation room to be able to expand an office and make room for storage. They would then replace in-person visitation with virtual visitation using iPads. This would be at no cost to the County as it would be funded by the vendor as they, along with the County, would get a portion of the proceeds paid by the inmate to use them. After discussion it was considered to be priority #2 of the Sheriff's Office CIP requests.

Motion (Ives/Ericksen) to forward to the County Administrator. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Kari Ives, District 12
SECONDER:	James Ericksen, District 5
AYES:	Shipman, Steele, Ives, Ericksen
EXCUSED:	McMenamin

2. Sheriff's Office 2023 CIP - 911 Phone System Replacement - Jim Kowalczyk/Chad Holum
Tamee Foldy, Emergency Communications Center Director, presented the 2023 CIP request for the 911 Phone System Replacement. She stated they are currently on year 6 with the current 911 phone system that only has a support system of around 7-8 years. After discussion it was considered to be priority #1 of the Sheriff's Office CIP requests.

Motion (Ives/Ericksen) to forward to the County Administrator. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Kari Ives, District 12
SECONDER:	James Ericksen, District 5
AYES:	Shipman, Steele, Ives, Ericksen
EXCUSED:	McMenamin

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

8. ADJOURN

Motion (Ericksen/Steele) to adjourn. Carried by Roll Call. All Supervisors present voting Aye. Meeting adjourned at 5:15 pm.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Ericksen, District 5
SECONDER:	Harold Steele, District 1
AYES:	Shipman, Steele, Ives, Ericksen
EXCUSED:	McMenamin

CHIPPEWA COUNTY
LEGAL & LAW ENFORCEMENT COMMITTEE
REGULAR MEETING
NOVEMBER 15, 2021
CHIPPEWA COUNTY COURTHOUSE, RM 302
4:30 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Mechele Shipman	Chippewa County	District 9 (Chair)	Present	
Lee McMenemy	Chippewa County	District 4 (Vice-Chair)	Present	
Harold Steele	Chippewa County	District 1	Present	
Kari Ives	Chippewa County	District 12	Present	
Tom Thornton	Chippewa County	District 5	Absent	

Others present: Karen Hepfler, Chris Kowalczyk, Jim Kowalczyk, Randy Scholz, Curt Dutton, Dan Modl and Russ Bauer.

Recorder: Amanda Richardson

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

Motion (Steele/Ives) to approve. Supervisor McMenemy made a motion to change the next Legal & Law Meeting to the following Monday on 1/24/2022 due to the courthouse being closed on 01/17/2022 for Martin Luther King Day.

Motion (McMenemy/Steele) to approve the consent agenda as amended. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harold Steele, District 1
SECONDER:	Lee McMenemy, District 4 (Vice-Chair)
AYES:	Shipman, McMenemy, Steele, Ives
ABSENT:	Thornton

1. Approve the Agenda

2. Approve the Minutes

Legal & Law Enforcement Committee - Regular Meeting - Jul 19, 2021 4:30 PM

3. Schedule Next Meeting Date - January 17, 2022 4:30 PM

5. REPORTS

1. Clerk of Courts - Karen Hepfler

Minutes Acceptance: Minutes of Nov 15, 2021 4:30 PM (Consent Agenda)

Legal & Law Enforcement Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

November 15, 2021
4:30 PM

Office Update

Clerk of Courts, Karen Hepfler gave an office update. She stated the new software for the Consolidated Court Automation Program (CCAP) will be rolling out in December as well as the difficulty in finding court reporters and their contract terminations.

Hepfler noted she is part of a new workgroup for the County called the Staff Satisfaction Squad where they are currently in the brainstorming stages on ways to recognize retirements and employee retention.

CVTC Intern

Hepfler briefed the committee on a CVTC intern in their office from Korea. She will be with the office until December of this year.

Staff Update

Hepfler stated the Chief Deputy position in the Clerk of Courts was vacated in October. Currently there was an offer made to an applicant with the expected start date of 11/29/2021.

2. Division Reports/Sheriff's Report/Spillman Update - Jim Kowalczyk

Sheriff Kowalczyk gave an update on the division reports (copy on file) while Jail Captain Curt Dutton gave an update on the jail.

6. BUSINESS ITEMS

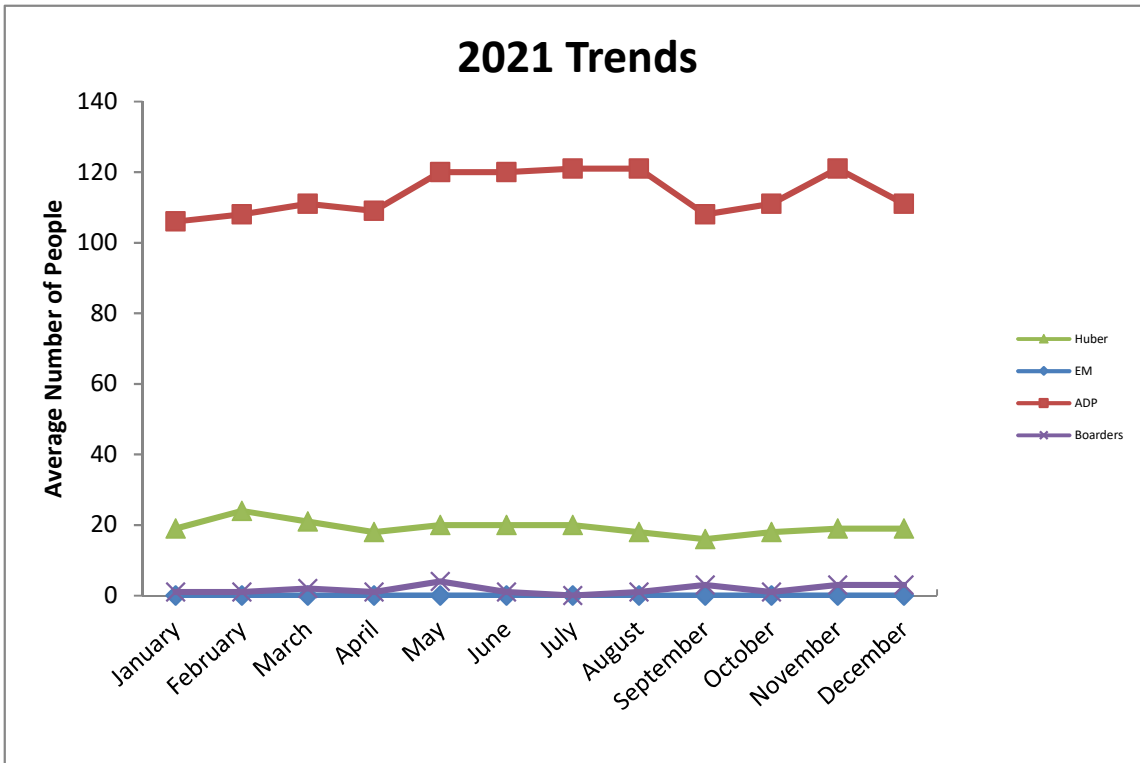
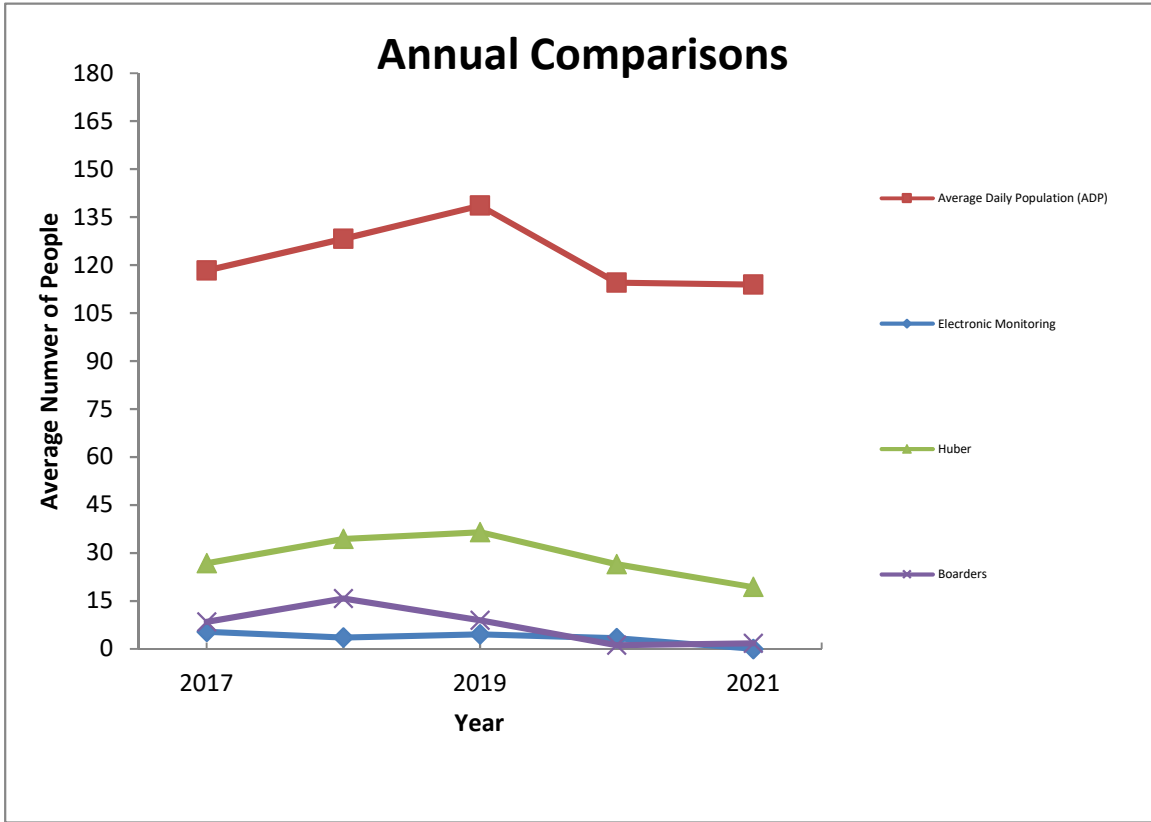
7. AGENDA ITEMS FOR FUTURE CONSIDERATION

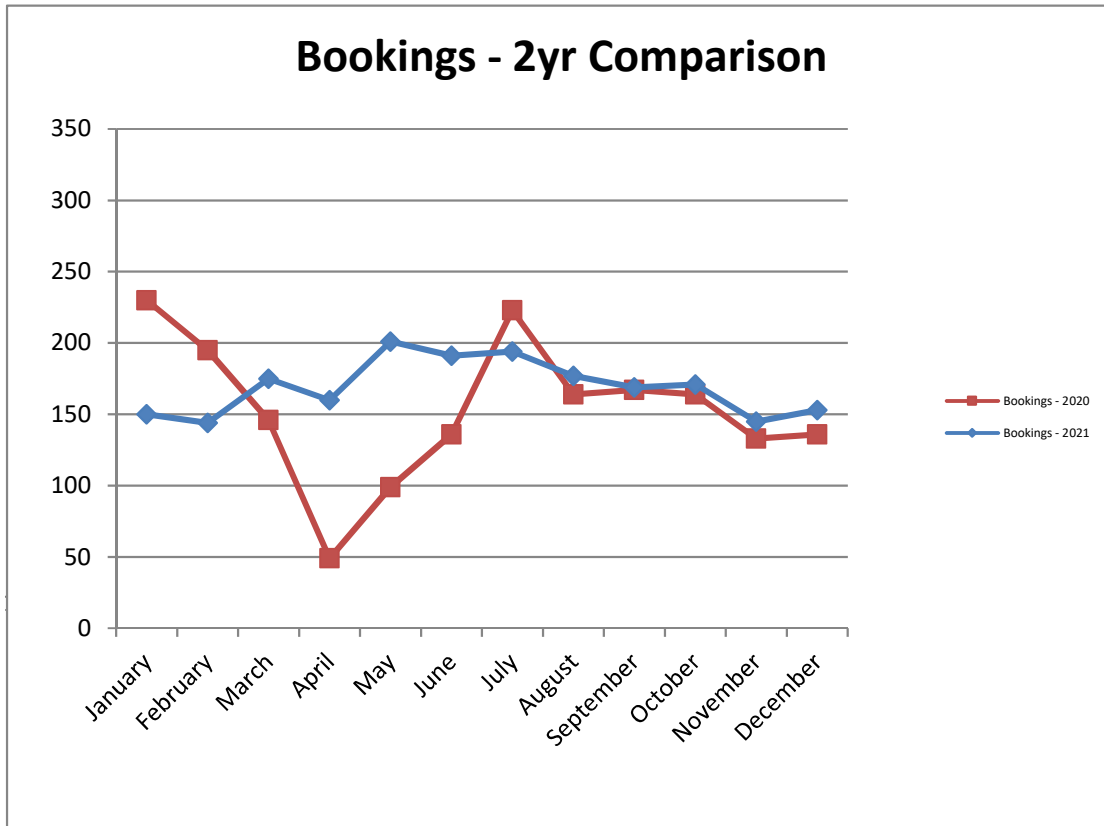
8. ADJOURN

Motion (Steele/Ives) to adjourn. All Supervisors present voting Aye. Meeting adjourned at 5:10 pm.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harold Steele, Kari Ives
AYES:	Shipman, McMenamin, Steele, Ives
ABSENT:	Thornton

Minutes Acceptance: Minutes of Nov 15, 2021 4:30 PM (Consent Agenda)







Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking			Committee Approved Ranking		
Project Description and Justification					
Additional Action and/or Comments from Committee					
Submitted by: _____ Date: _____					

Attachment: CIP Justification Form - Jail (6784 : Sheriffs Office 2023 CIP Projects - Jim Kowalczyk/Chad Holum)

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.

Instructions on How to Complete the CIP Justification Form

The CIP justification form provides the basic information required for each individual project. A separate form should be completed for each project request; whether it's for an addition, modification, or deletion costing more than \$50,000.

1. **Budget Year.** Insert year of funding needs as recommended by the Department Head.
2. **Department Name.** Insert Department Name.
3. **Project Name.** Insert title of proposed project.
4. **Total Expenditure.** Initial cost of project or asset.
5. **Source of Financing.** List recommended funding source(s).
 - a. **Fund Balance/Non-Lapsing.** Includes funding reflected in the financial system as department fund balance.
 - b. **Sales tax.** Must comply with list of approved uses for sales taxes.*
 - c. **Borrowing.** Must be reflected in bond issue.
 - d. **Grants.** Identify external source funding for project or augmentation of county funding.
6. **Priority.** The project's priority as viewed by your department. Explain reason for priority rating.
 - a. **Urgent.** Projects dealing with unexpected emergencies, catastrophes, new legal statutory mandates or court orders.
 - b. **Necessary.** Projects that remedy known safety hazards, meet contractual obligations or performs required maintenance repairs.
 - c. **Desired.** Projects replacing physically or economically obsolete equipment, extend or enhance the level of service or obtain matching grants.
 - d. **Ongoing.** Projects in progress or an additional phase of a current project.
7. **Department Head Recommended Ranking.** The Department Heads should provide the committee with a recommendation for project ranking based on the information they have regarding the project. Projects should be ranked for the next fiscal year only.
8. **Committee Approved Ranking.** The policy committee's should review all CIP projects and provide a final ranking recommendation that will be submitted to the County Administrator for consideration when compiling the complete 5-year CIP plan.
9. **Project Description and Justification.** Give a narrative explanation of the nature of the project. Indicate whether the project is to replace existing facilities, equipment, and land or is an addition involving an increase in service delivery. A description of land acquisition projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. A description of construction projects should include any pertinent information; and a description of equipment projects should likewise include any pertinent information. Pertinent information includes any internal resources that may be required in addition to the external purchase. For example, installation of video capabilities would require coordination with facilities & IT divisions and purchasing real property requires Corporation Counsel involvement. Also, include reference to any studies or other type of relevant information regarding this project. Attach additional sheets if necessary. If recommended funding source is fund balance/non-lapsing, include the account number with the available funds. Indicate the need for the project, the benefit to the County and what it is expected to accomplish. Describe its relationship to the county's strategic plan/goals, regional, state, and federal policies and plans, as well as the requesting department's own multiyear plans and program. Explain relation to overall CIP priorities and the selection of the time period proposed. Include any other pertinent information and references to surveys or studies regarding the justification of this project not in Item 7 above. Attach additional sheets if necessary.
10. **Additional Action and/or Comments by Committee.** Record any additional changes/comments including adjustment to budget year.
11. **Submitted By.** Department Head or designee signature.

* Sales Tax Ordinance Sec. 2-361(a)(3)(b)

To fund the five-year capital improvements program established and updated by the Executive Committee during the annual budget process. Any item financed for the capital improvements program shall meet the following criteria:

1. Shall be a capital asset, defined in the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Blue Book as "Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period", or
2. Must be a capital project, defined in the GAAFR Blue Book as "Major capital acquisition and/or construction of capital assets, usually reported separately from ongoing operating activities to avoid distortion in financial 41 resources trend information, and usually financed through borrowings or contributions.", and
3. Capital asset or project shall have a minimum total cost of \$50,000, not all of which must come from the sales tax funding.
4. Any spending of the sales tax shall be approved by separate County Board resolution prior to approval of the annual county budget.
5. A capital asset cost pool, which meets the criteria and definitions set forth in subsections 2-361(a)(3)b.1--4 above, may be eligible for sales tax funding.



Appendix DOA-304-A

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