

**PROCEEDINGS OF THE BROWN COUNTY
PUBLIC SAFETY COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Public Safety Committee** was held on May 7, 2024 at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, Wisconsin.

Present: Supervisor Kaster, Supervisor Nicholson, Supervisor Pyle, Supervisor Sierra
Excused: Supervisor Adams
Also Present: Director of Public Safety Communications Chancy Huntzinger, Director of Emergency Management Dan Kane, Sheriff Todd Delain, Director of Administration Chad Weininger, Supervisor Megan Borchardt, District Attorney Office Manager Jacque Tilot, Clerk of Courts John Vander Leest, District Attorney David Lasee, other interested parties

I. Call meeting to order.

The meeting was called to order by Supervisor Nicholson at 6:00 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Kaster, seconded by Supervisor Pyle to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Election of Chair.

Supervisor Kaster nominated Supervisor Nicholson for Chair.

Nominations were closed and a verbal vote was taken. Kaster – aye; Nicholson – aye; Sierra – aye; Pyle – aye. CARRIED UNANIMOUSLY

Supervisor Sierra informed he wished to nominate Jim Pyle for Chair however the nominations had already been closed.

IV. Election of Vice Chair.

Supervisor Sierra nominated Supervisor Pyle as Vice Chair.

Nominations were closed and a verbal vote was taken. Kaster – aye; Nicholson – aye; Sierra – aye; Pyle – aye. CARRIED UNANIMOUSLY

V. Set date, time and location of regular meetings.

After a brief discussion, regular meetings of the Public Safety Committee were set for the first Tuesday of the month at 6:00 pm and will be held at the Sheriff's Office.

VI. Approve/Modify Minutes of April 1, 2024.

Motion made by Supervisor Kaster, seconded by Supervisor Sierra to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public

-Vicki Marotz, 2611 Libal Street, Allouez, WI

Marotz is Executive Director of the Mediation Center of Greater Green Bay. Since 1998 they have been under contract with Brown County Circuit Courts to mediate their small claims, family and eviction cases.

-Ron Niesing, 377 Hidden Creek Trail, Green Bay, WI

Niesing is Board President of the Mediation Center of Greater Green Bay and informed they have been in existence for 26 years. They mediate 800 – 1,000 cases for Brown County every year and he feels they are an important part of the court system. They are looking for support to enhance their contracts with the county. The contract they have for small claims and evictions has had only one increase since 2013 and they are looking to see if they can do better in that area. They look forward to meeting with anyone who would like to learn more about the Mediation Center and the contributions they make to the county.

-Keith Deneys, 4135 County Road C, Pulaski, WI

Deneys was here to talk in support of the courthouse security addition. He was heavily involved in this when he was on the County Board. What is before the Committee for approval tonight goes a long way toward what the Committee suggested. It is not a temporary building that was thrown together. The addition will be a permanent part of the courthouse square, it looks good and will function like it is supposed to. The plan was put together after years of planning and the project is coming in under budget. Deneys encouraged the Committee to pass the addition and keep it moving forward. Deneys also talked briefly about the addition of Jail Pod N and encouraged the Committee to approve the RFP on that project.

Consent Agenda

1. **Sheriff – Budget Status Financial Report for February 2024 – Unaudited.**
2. **Sheriff – Key Factor Report through March 2024 – Unaudited.**
3. **Public Safety Communications – Staffing Report.**
4. **Audit of bills.**

Motion made by Supervisor Kaster, seconded by Supervisor Pyle to approve Consent Agenda Items 1 – 4. Vote taken. MOTION CARRIED UNANIMOUSLY

Circuit Courts, Commissioners, Probate

5. **Presiding Judge's Report.**

No report; no action necessary.

District Attorney

6. **District Attorney's Report.**

District Attorney Office Manager Jacque Tilot informed there is nothing new to report for the District Attorney's Office and informed they continue to be very busy with trials.

No action necessary.

Clerk of Courts

7. **Clerk of Court's Report.**

Clerk of Courts John Vander Leest provided a written report, a copy of which is attached and spoke to the same. He explained the Clerk of Courts Office is really a collection arm of the court system. The judges make the orders and the Clerk of Courts collects on the orders and then makes sure the money goes to the right place. The money they take in also helps pay for the operations of the office.

There have been challenges in the last few years with the State Public Defender (SPD) bills. If someone is indigent, they qualify for a SPD, but there is such a backlog of cases waiting for attorneys and people are waiting months and months for appointments to be made. Sometimes the judges appoint attorneys at the county's expense. The rate is the same for SPD cases and court appointed attorneys, but there are still expenses being incurred for SPD cases.

The other issue they are having is with interpreters. Vander Leest explained under state and federal law if someone is not English proficient, the court has to provide interpreters at county expense. In the last five years, interpreter expenses have exploded and the cost for the year is around \$200,000 and the county is not reimbursed enough by the state to cover actual expenses. He noted last year the county was reimbursed only about \$51,000. Vander

Leest also talked about interpreter cancellation fees and noted if interpreters are cancelled less than 48 hours before a trial, the county is still charged the full fee. There are very few interpreters in the area.

Vander Leest continued that his office is very busy and handles all types of cases – criminal, divorces, small claims, name changes, injunctions and restraining order, replevins, restitution hearings and paternity cases. He welcomed the Committee to come to the courthouse for a tour and meeting at some point.

Supervisor Sierra asked if it would be cheaper to hire an interpreter rather than paying for services. Vander Leest responded they have looked into that, but there is a lengthy process for interpreters to become certified with the state and last year nobody passed the test. The interpreters they use work for counties throughout the region. They did post a position in the past, but found that with salary, insurance and other benefits, it was more lucrative for interpreters to work on their own.

Chair Nicholson asked if the Clerk of Courts has ever been over budget since he has been in his position. Vander Leest responded there have been budget concerns in the past. The biggest issues have been with the SPD appointments and he explained the efforts that have been taken with the state to try to get them to take care of their obligations. He feels a letter of concern from this Committee could be sent to the state and then maybe a meeting could be requested.

No action necessary.

Medical Examiner

8. Medical Examiner's Report.

Director of Administration Chad Weininger provided a brief update. The new doctor is scheduled to start in August and they will then start to expand services. They will also be working in reupping the contracts the ME's office has with Oconto and Door counties. He also noted there are a few issues with the ME building they are addressing.

No action necessary.

Public Safety Communications

9. Director's Report.

Director of Public Safety Communications Chancy Huntzinger informed they had six emergency staffing coverages in April, five of them on the same day. They have enacted a Supervisor temporary role policy where they can cover on their days off on the floor as they continue to train new hires.

Huntzinger also talked about the Flintville tower and informed the lights stopped working during the April snowstorm when the transformer box burned up. They had an inspection of the tower and were informed the box can be repaired for about \$1,800 but there is no guarantee there is not more damage up in the lights through the lines. The estimate to replace the lights was about \$18,000. It was suggested that the lights could be removed as the tower is only 195 feet and the FAA requirement for lights is 200 feet. Huntzinger noted there are two antennas on the tower which reach higher than 200 feet. Those antennas can be moved down lower without any noticeable holes in radio coverage. They are leaning towards that option and the cost to lower those antennas would be about \$7,000, but they would no longer have to worry about the lights and maintenance on them.

Regarding the consultant, they are still reviewing responses and no selection has been made yet.

No action necessary.

Emergency Management

10. Director's Report.

Director of Emergency Management Dan Kane informed they have officially received money from the state for their grants. They received \$131,431.00 for the Emergency Management Performance Grant and \$68,115 for the EPCRA state grant. This is about \$10,000 over what they were expecting to receive. They have also received the check for

the computer equipment HAZMAT grant in the amount of \$6,581.00 and they were able to provide HAZMAT suits for the HAZMAT team with that.

Kane continued that they did a press conference in April with the County Executive and TV stations about preparedness and tornadoes and severe weather awareness. He also noted they did a minor activation in April for the winter snow event to gather awareness of amenities in the public and get that information out.

No action necessary.

Sheriff

11. Sheriff's Report.

Sheriff Todd Delain reported the Jail is currently down 16 Correctional Officers and they are down 11 in the Patrol Division, due to three recent retirements and one person resigning while in training.

Delain also informed he met recently with the Chief of the Green Bay Police Department and Chief of Public Safety in Ashwaubenon regarding the 2025 NFL Draft and they will be working on that for the next year.

No action necessary.

12. Discussion and possible action re: market rate adjustment for IT position within the Sheriff's Office.

Delain informed this is informational and no action needs to be taken. He explained that a Table of Organization change was done in IT at the beginning of the year, but the IT individual in the Sheriff's Office was not included in the TO change. This individual is doing the same work as those that were included in the TO change. Delain is making a market rate adjustment to bring the individual in the Sheriff's Office up to market and noted he has the money within his budget to do this.

No action necessary.

13. Courthouse Secure Entrance Update – Standing item.

Delain referred to the drawings and floor plans in the agenda packet and noted this project has been in the works for several years. The Sheriff's Office has met with all stakeholders and everyone agrees this is a good plan and it is within budget. He would ask that this be approved at this time. If the project stays on schedule, they are looking at an opening in June 2025.

Nicholson would like a breakdown of the project for the benefit of the new members and Delain informed he will provide that. Nicholson asked how much under budget the project is coming in. Weinger responded the project was budgeted at \$3.9 million dollars but is coming in at \$3.8 million dollars.

Supervisor Pyle would like to see the numbers, but he would like to keep the project moving ahead.

Standing item; no action necessary.

14. Jail Replacement Project Update – Standing item.

Delain informed he will talk about this at Item 21 below.

Standing item; no action necessary.

Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments

15. District Attorney – American Rescue Plan Act (ARPA) – New Project/Additional Funding Request for Project 95/98 – Laptops/Docking Stations and Licensing in the amount of \$6,457.52.

District Attorney David Lasee and Office Manager Jacque Tilot explained this request is to purchase laptops for those in the DA's Office working in the ARPA funded positions. It was noted there were a number of laptops that

the state did not update during a recent life cycle and the state then took those computers out of service and the office is now short some laptops. This request would transfer funds allocated for people to laptops.

Motion made by Supervisor Kaster, seconded by Supervisor Sierra to refer to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Sheriff – Budget Adjustment Request (24-042): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment is to increase Federal Grant Revenue and increase Equipment Non-Outlay by \$17,800 for the BCSO Dive Transport Equipment Grant #13655. This grant will be used to purchase and outfit a trailer for the Brown County Dive Team, which enhances the team's ability to organize and be ready for search and rescue operations. There is no local match required.

Motion made by Supervisor Kaster, seconded by Supervisor Pyle to approve Budget Adjustment Request 24-042 in the amount of \$17,800.00. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Sheriff - Budget Adjustment Request (24-043): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment is to increase Federal Grant Revenue and increase Travel and Training by \$8,886 for the WEM Advanced Tactical Emergency Training Grant #13653. This grant will be used for six Brown County SWAT Team members to attend a three day Tactical Emergency Medical Training at Fox Valley Technical College. The course will cover TCCC/TECC guidelines and multiple advanced hands-on scenarios to aid in saving lives in high-risk operations for both law enforcement and civilians.

Motion made by Supervisor Pyle, seconded by Supervisor Sierra to approve Budget Adjustment Request 24-043 in the amount of \$8,886.00. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Sheriff - Budget Adjustment Request (24-044): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment is to increase Federal Grant Revenue and increase Travel and Training by \$18,380 for the WEM Advanced Tactical Training Grant #13654. Funds from this grant will be used by Brown County to host the two day CHARLIE Class, part of the five day course, for Advanced Tactical Training for approximately 19 ALERT Regional SWAT Team operators. The CHARLIE course will use skills and concepts learned in ALPHA and BRAVO courses to improve department readiness, protecting law enforcement and civilians.

Motion made by Supervisor Kaster, seconded by Supervisor Sierra to approve Budget Adjustment Request 24-044 in the amount of \$18,380.00. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Sheriff - Budget Adjustment Request (24-045): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment is to increase Federal Grant Revenue and increase Equipment Non-Outlay by \$22,000 for the Law Enforcement Drug Trafficking Grant #18619. This grant will be used to purchase a Detectachem Raman Spectrometer which will provide the Drug Task Force with a more efficient and effective way to identify substances with less physical handling. There is no local match required.

Motion made by Supervisor Pyle, seconded by Supervisor Kaster to approve Budget Adjustment Request 24-045 in the amount of \$22,000. Vote taken. MOTION CARRIED UNANIMOUSLY

For the benefit of the new Committee members, Delain explained the Sheriff's Office probably does more budget adjustments than any other department and they appear on agendas almost monthly. The Sheriff's Office receives a number of grants throughout the year, but it is not known the exact amount of the grants or when they will come in during the year so they are handled this way through budget adjustments when they are received.

20. Sheriff – Request for Approval of Courthouse Security Vestibule design.

Delain urged the Committee to approve this to move the project ahead. He feels this project will meet the county's long term needs.

Nicholson informed he has a concern with the landscaping and recalled when he originally saw the numbers, it seemed pricy. Delain responded the landscaping is included because there is grass that will be torn up and will need to be replaced. He does not know what the dollar amount is, but informed there is not anything “extra” in landscaping. Weininger said what is before the Committee is the architectural plan and informed the plan can be approved, minus the landscaping. Nicholson would like to have the Committee look at the landscaping numbers.

Nicholson also questioned what will be happening to the monument in the area where the addition will be built. Delain responded the Sheriff’s Benevolent monument that is currently at the courthouse will be moved out to the front of the Sheriff’s Office.

Motion made by Supervisor Nicholson, seconded by Supervisor Kaster to approve Courthouse Security Vestibule design and move forward and bring back the landscaping proposal. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Discussion and possible action regarding Request for Proposal #2669 – Jail N Pod Addition.

Delain referred to the proposed RFP for the architectural and engineering services in the agenda packet for the addition of the N Pod at the Brown County Jail. This pod is a replacement pod for the downtown facility. Delain explained the downtown facility was built in the 1960s, is linear in design and requires far more staffing than a new facility. The new N pod will be much more cost effective to operate and will also be safer for staff and inmates. Long term planning regarding the downtown facility is included in the 2025 CIP.

Motion made by Supervisor Kaster, seconded by Supervisor Sierra to approve Request for Proposal #2669 - Jail N Pod addition. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

22. Communication from Supervisors Nicholson and (former) Supervisor Deneys: To direct Mark Vanden Hoogen to investigate/evaluate whether different pre-trial tools/software designed to assist with setting bonds other than the Public Safety Assessment Tool exist that meet our needs and if so, what the expense of each is – current cases will be included. Action at April meeting: To hold for one month for Director of Administration to report back on findings.

Nicholson would like to have a meeting with Criminal Justice Services Manager Mark Vanden Hoogen, Director of Administration Chad Weininger, Health and Human Services Director Erik Pritzl and himself and then Nicholson can report back to this Committee after the meeting.

Motion made by Supervisor Nicholson, seconded by Supervisor Pyle for Chair Nicholson to meet with Criminal Justice Services Manager Mark Vanden Hoogen, Director of Administration Chad Weininger and Health and Human Services Director Erik Pritzl to discuss the PSA and report back on the PSA, other options and the expense of each. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Communication from (former) Supervisor Deneys: To direct the new Public Safety Communications Director to examine employee retention issues including but not limited to the tier system and training hours and salaries and report back to the Committee by January of 2024. Action at April meeting: To hold for one month.

Nicholson would like this received and placed on file as the Director of Public Safety Communications will bring back the information requested when it is available.

Weininger added there was an RFI put out for a consultant and it was narrowed down to two options, but more information was requested based on what the Committee asked for. Once the new information is graded, the Director of Public Safety Communications will report back to this Committee. Weininger noted this is included in Administration’s budget because this is an area that needs to be addressed. Kaster asked if this will include looking at the number of employees and their workload. Weininger said all that will be looked at. Nicholson wanted to make sure the cost of the consultant is brought to the Committee.

Motion made by Supervisor Kaster, seconded by Supervisor Sierra to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

24. Such other matters as authorized by law.

Weininger spoke for the benefit of the new members. He talked about the market rate adjustment Sheriff Delain talked about earlier. He explained the Board controls the Table of Organization of the departments and the funding. What the Sheriff brought forward was a market rate adjustment and this is used to bring a person to parity to that person's equivalents. Normally there is a budget adjustment that goes along with market rate adjustments, but this one did not have a budget adjustment as the Sheriff already had the funds available in his budget.

The other thing the Committee should pay attention to are budget adjustments that are brought forward as those are used to make changes to the budget.

25. Adjourn.

Motion made by Supervisor Kaster, seconded by Supervisor Sierra to adjourn at 7:25 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Legislative Specialist

Public Safety COC Budget Update Report Tue 05.07.24

The Clerk of Courts department faced significant budget challenges in 2022. The budget deficit was roughly \$370K. This was largely due to appointment of attorneys on SPD eligible cases at the expense of the county taxpayers. This issue has been widely discussed at these meetings and at the county board meetings. In 2022, these expenses were just above \$250K. Now that 2023 is closed, we can report that these expenses have been reduced to \$158K. Our budget deficit for 2023 has been cut by more than half, and was reduced to \$131K (a \$212K savings and a 57% improvement over 2022). Although the department operated in a deficit again, revenues were up from 2022, expenses were down from 2022, and the deficit was significantly reduced. Attorneys are still being appointed on SPD eligible cases in 2024, but as we see these appointments reduced, the budget will continue to improve. Another challenge our budget faced in 2023 and continues to face in 2024 is interpreter expenses. International Translators increased their rate in 2023 and continue to charge us cancellation fees, if appointments are not cancelled in time. We continue to work closely with Circuit Court Judges, their judicial assistants, and the District Attorney to minimize these cancellation fees.

Looking ahead to 2024, we are off to a great start through 1st quarter. Revenue is up compared to budget and compared Q1 of 2023. We are currently operating at a \$160K surplus.