

**SPECIAL ORDERS SESSION
WINNEBAGO COUNTY BOARD
TUESDAY, SEPTEMBER 5, 2006**

Chairman David Albrecht called the meeting to order at 6:00 p.m. in the County Board Room, Fourth Floor, Courthouse, 415 Jackson Street, Oshkosh, Wisconsin.

The meeting was opened with the Pledge of Allegiance and an invocation by Supervisor Lennon.

The following Supervisors were present: Weber, Barker, Griesbach, Hotynski, Ramos, Maehl, Koziczkowski, Pollnow, Widener, Lauson, Albrecht, Anderson, Thompson, Lennon, Farrell, Hall, Wingren, Jacobson, Norton, Warnke, Drexler, Robl, Schmuhl, Kline, Locke, Eisen, Schaidler, Finch, Farrey, Sievert, Arne, Diakoff, Brennand, Egan, Ellis, Rengstorf, and O'Brien. Absent: Lohry.

Motion by Supervisor Robl and seconded to approve the agenda. CARRIED BY VOICE VOTE.

REPORTS FROM COMMITTEES, COMMISSIONS AND BOARDS

Supervisor Widener reported on the NACo Conference that he attended recently in Chicago. He attended sessions dealing with Medicaid, health insurance, voting and touch screen voting systems and immigration and immigrants.

Supervisor Barker reminded everyone about the "Never Forget: A Five Year Memorial" event commemorating the five year anniversary of September 11. It will be held at Calder Stadium in Menasha.

Supervisor Barker read a letter from the Wisconsin Land & Water Conservation Board thanking the county's Land Conservation Committee and Tom Davies and the Land & Water Conservation Department for hosting their meeting in August. They were very impressed with the Land & Water Conservation Department's programs and projects and the James P. Coughlin Center.

Supervisor Maehl also reported on his attendance at the NACo Conference and his participation in a seminar about the Los Angeles County Sheriff's Department and their radio communications problems. Supervisor Maehl also reported on last week's Legislative Committee meeting and that committee's response to Ozaukee County's proposal that each county withhold money from their respective UW-Extension Departments to protest the UW Board of Regents retaining a very controversial UW professor. Supervisor Maehl has written a letter stating that the UW Education, Extension & Agriculture Committee does not agree with Ozaukee County's proposal. A copy of that letter will be provided to the Board.

Supervisor Eisen thanked the Board for the plant they sent following his recent surgery.

On behalf of the Town of Menasha's Sesquicentennial Committee, Supervisor Eisen thanked everyone who participated in the town's celebration. All of the festivities were well attended.

Supervisor Eisen also discussed his August 23 letter to Chairman Albrecht in which he is requesting information on the county's employee fringe benefits programs, which he feels is excessive and needs to be addressed in upcoming contract negotiations and the 2007 budget session.

COUNTY EXECUTIVE'S REPORT

Executive Harris stated that he recently attended two events in the county--the Town of Menasha's Sesquicentennial celebration dinner in the Town of Menasha and the National Hmong Summer Festival at the county's Community Park.

Executive Harris reported that the county's new construction rate is 2.88%, which will allow for a \$1.6 Million increase on our \$56 Million tax levy, which is 1/3 of the county's total budget.

CHAIRMAN'S REPORT

Chairman Albrecht introduced Bethany Warner, a reporter from the Oshkosh Northwestern, who will be covering the Board for the newspaper.

Chairman Albrecht reported that Donna Lohry is excused from tonight's meeting.

Chairman Albrecht stated that the Temporary Committee on Board Size met last week and began their work on this issue. The next meeting will be held on September 13 at the James P. Coughlin Center. Representatives will be invited from each of the county's municipalities.

PUBLIC HEARING

No one addressed the Board

SHERIFF'S DEPARTMENT K-9 PROGRAM

Sheriff Brooks introduced Larry Filo of Steinig Tal Kennels of Campbellsport, Wisconsin. Mr. Filo stated that his kennel works with Fox Valley Technical College's criminal justice program and that they provide more than half of the dogs used in K-9 programs in Wisconsin and surrounding states. Mr. Filo introduced Jesse, Winnebago County's new police dog, to the Board and stated that Jesse has been trained in narcotics, tracking lost people, apprehending criminals and doing building searches.

Sheriff Brooks explained that the Winnebago County Sheriff's Office started their K-9 program back in the 1980's and they have had dogs off and on since that time. Sheriff's Brooks stated that using these dogs in drug searches is very important, because past experience has shown that the dogs find drugs that an officer can miss in their search. Sheriff Brooks said that Jesse will also be used to search for criminals in buildings, locker checks at local high schools, search for lost and missing people and for crowd control in certain situations.

Sheriff Brooks explained that Julie Broderick of Winneconne is donating the dog and money to cover the annual costs associated with keeping the dog. The costs associated with the officer's feeding and grooming of the dog—approximately ½ a day—will not be covered by Ms. Broderick's donation.

Sheriff Brooks stated that the K-9 program is very beneficial to Winnebago County, but it's only because of Ms. Broderick's generous donations that he is here asking for the Board's support of this program.

Sheriff Brooks then took questions from the Board.

RESOLUTION NO. 79-92006: Accept Gift of Dog to Winnebago County K-9 Program—Accept Donation for Training Dog from Julie Broderick and Approve Appropriation of Donated Funds for Training

WHEREAS, Julie Broderick, 415 South First Street, Winneconne, Wisconsin 54986, has offered to donate a dog to the K-9 Program and to donate approximately \$6,162.00 in funds for the training of said dog for the K-9 Program; and

WHEREAS, the value of said dog is approximately \$2,400.00; and

WHEREAS, the Winnebago County Sheriff's Department desires to accept said gift and to appropriate the monies donated to fund the training of said dog and the training of the officer handling said dog.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby authorizes the Winnebago County Sheriff to accept from Julie Broderick of Winneconne, Wisconsin, the gift of a dog for the Winnebago County Sheriff's Department's K-9 Program; and

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that it hereby authorizes the Winnebago County Sheriff's Department to accept from Julie Broderick the gift of approximately \$6,162.00 for the training of said dog and the dog's handler, an officer with the Winnebago County Sheriff's Department's K-9 Program.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that it hereby appropriates said funds to those accounts indicated in the attached Budget Transfer Sheet, which is made a part of this Resolution and incorporated herein by reference.

Submitted by:
JUDICIARY AND PUBLIC SAFETY COMMITTEE
PERSONNEL AND FINANCE COMMITTEE

Motion by Supervisor Rengstorf and seconded to adopt.

Motion by Supervisor Weber and seconded to amend the amount on Line 16 to \$10,000. CARRIED BY VOICE VOTE.

Vote on motion to approve the resolution as amended - Ayes: 36. Nays: 1 – Jacobson. Excused: 1 – Lohry. CARRIED.

CONVERSION OF THE PARK VIEW HEALTH CENTER PROPERTY Mike Elder, Director of Facilities & Property Management

Mike Elder reported to the Board on the progress that the Facilities & Property Management Committee and his department have made on plans for the use of Pleasant Acres building on the Park View Health Center campus after the new Park View Health Center facility has been built and occupied. Mr. Elder explained that it is hoped that this building can be renovated and used to address space needs for offices currently at the courthouse campus. A number of years ago, it was discussed that only court-related departments be located in

the courthouse, so that is also being taken into consideration as they look at the Park View Health Center property.

Mr. Elder stated that the Rehabilitation Pavilion at Park View will be torn down. Ideally, the two offices currently housed there—Public Health and Second Chance—will be relocated to the Pleasant Acres building along with non-court related departments from the courthouse. Mr. Elder stated that after comparing departments' space needs with space availability at Park View, the non-court related departments currently at the courthouse campus they are looking at moving are: Register of Deeds, Planning & Zoning, Tax Lister, Human Resources & Payroll, Finance, County Executive, Information Systems, Veterans Services and Volunteers in Probation, as well as the Facilities Department from their Knapp Street location.

Mr. Elder explained that making space in the courthouse will also make it possible to bring departments that are currently housed in leased spaces back into county-owned property.

Mr. Elder introduced Rich Lundeen of Bray Architects, who presented possible plans for the conversion of the Pleasant Acres building. Mr. Lundeen explained that it is a very solid building that can, as far as building codes are concerned, be easily converted to an office facility. Including the basement, there is over 90,000 square feet of usable space in the Pleasant Acres building. The Board was shown possible floor plans for the layout of departments in the building.

Following the presentation, Mr. Elder and Mr. Lundeen took questions from the Board.

At 7:40 p.m. Chairman Albrecht called for a brief recess. The Board reconvened at 7:55 p.m.

UPDATE ON CLERK OF COURTS DEPARTMENT – DIANE FREMGEN, CLERK OF COURTS

Diane Fremgen, Winnebago County Clerk of Courts, presented information on the duties and responsibilities of her department. The four main duties of her department are:

- Custodian of the Record—most time consuming and involves all of her staff
- Jury Management – 1 full time person dedicates about half of her time to this function, as well as getting assistance from Ms. Fremgen and her deputy
- Court Finances – deals with the collections and distribution of court ordered money
- Court Administration – this includes departmental budgeting and personnel management

Ms. Fremgen then gave a more detailed description of each of these areas.

Jury Management:

- ◆ 6,000 jury qualification brochures are sent out each year to county residents, of which approximately 2,800 people are selected for jury duty. Length of jury service is one week or one trial.

Court Finances:

- ◆ Filing fees, which are determined by statute and are primarily used in civil cases, are charged when the documents are filed in the Clerk of Courts office.
- ◆ Fines & forfeitures are charged at the end of a case—primarily in traffic cases, ordinance violations or criminal cases.
- ◆ Disbursements to various agencies—Approximately \$320,000 is collected each month, of which \$217,000 goes back to the State of Wisconsin. The county retains \$72,000, which is shared between the Clerk of Courts and Sheriff's Departments. \$31,000 is returned to the municipalities.

Court Administration:

- ◆ These duties are primarily handled by Ms. Fremgen, with some assistance from her Accounting Supervisor.
- ◆ Ms. Fremgen is the “link between the judiciary and the county board and the public.”
- ◆ Prepares the annual budget for her department and all the courts.
- ◆ Managing resources and developing departmental policies
- ◆ Recruits and maintains staff

Custodian of the Record:

- ◆ This is the most time consuming of all her department's duties.
- ◆ There are established procedures so that all the filings are done efficiently and in a timely manner.
- ◆ Ms. Fremgen is the custodian for any and all paperwork filed for any court action in Winnebago County.
- ◆ Some records are public and must be made accessible to the public. Other records are confidential—such as juvenile and paternity cases--and must be filed and retained as such.

- ◆ These procedures are governed by state statute and Wisconsin Supreme Court rule.
 - ✓ Record all filed documents
 - ✓ Record all court proceedings
 - ✓ Disposition and retention

Ms. Fremgen then presented a breakdown of the types and quantities of documents that are filed and recorded.

- ◆ Civil Division—large claims actions, injunction orders, name changes, prisoner litigation, lien filings, transcripts and foreign judgements – 1,835 cases in 2005 (projected 2% increase in 2006) – handled by 1 full time employee
- ◆ Family Court—action affecting the family - 1,222 cases in 2005 (projected 11% increase in 2006) – handled by 1 full time employee
- ◆ Small Claims—disputes under \$5,000 - 4,923 cases in 2005 (no change projected for 2006) – handled by 3 full time employees
- ◆ Criminal Division—all criminal cases - 21,287 cases in 2005 (projected 5% increase in 2006) – handled by 2.5 full time employees; 2 full time employees handle traffic and payments; 1 full time employee handles open records request. This division will lose half of a full time position in 2007.
- ◆ Juvenile Division—all actions involving people under the age of 17 - 1,900 cases in 2005 (12% increase in 2006) – handled by 2 full time employees
- ◆ Recording all proceedings – six circuit courts who handle contested family, small claims and traffic matters and all civil, criminal, probate and juvenile matters – handled by 6 full time judicial assistants and 3 floating court assistants; three court commissioners handle initial family, small claims, criminal, traffic and juvenile matters – handled by 2 floating court assistants, 3 small claims clerks and 1 civil clerk
- ◆ Disposition and Retention – executing court orders and retaining the records for the statutorily required amount of time.

Ms. Fremgen took questions from the Board.

Motion by Supervisor Robl and seconded to adjourn until 6:00 p.m. on Tuesday, September 26, 2006.
CARRIED BY VOICE VOTE.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
 Susan T. Ertmer
 Winnebago County Clerk

State of Wisconsin)
 County of Winnebago) ss

I, Susan T. Ertmer, do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their Special Orders Session held on September 5, 2006.

Susan T. Ertmer
 Winnebago County Clerk