



## AGENDA

### PUBLIC SERVICES COMMITTEE

Tuesday, June 9th, 2020

1:30 p.m.

County Board Room

Marinette County Courthouse

1926 Hall Avenue

Marinette, WI 54143

1. Call the meeting to order.
2. Approval of agenda/amendment.
3. Approval/correction of May 5<sup>th</sup>, 2020 minutes.
4. Public Comment – Speakers will be limited to 5 minutes.
5. Correspondence.
6. Reports of outside agencies and others.
7. Reports of internal staff.
  - Sheriff's Office
    - Activity report
    - Recreation Patrol report
    - Overtime Report
    - Jail Report
  - District Attorney
    - New ADA's
  - Medical Examiner
    - Activity Report
    - Teen Court Report
8. Discuss/consider Financial Report, action if any.
  - Approve schedule of appropriation entries (none)
  - Presentation of paid invoices
  - Act on uncollectible accounts
  - Act on accounts to write off and turn over to Finance Department for collections
  - Update status of accounts turned over for collections
9. Discuss/consider recommend Administrative Committee approve the elimination of the Register in Probate LTE position and create a permanent part-time Deputy Register in Probate position effective September 4<sup>th</sup>, 2020 with County Administrator to identify funding, action if any. (Attached)

10. Future Agenda Items
11. Identify next meeting date
12. Adjournment

**Addendum(s) when applicable**

Glenn Broderick  
Tom Buelteman  
Gail Wanek  
Chris Gromala  
Ken Keller  
George Kloppenburg

In the event there is not a quorum present, information will be presented, but no action will be taken.

**NOTE: AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED.**

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 48 hours prior to the meeting in order to make suitable arrangements. Thank you.

**1926 Hall Avenue, Marinette, WI 54143-**

**1717 PUBLIC COMMENT PROCEDURE**

Marinette County Code of

Ordinances Chapter 2 – COUNTY

GOVERNMENT

Section 2.04 – COUNTY BOARD RULES OF  
PROCEDURES

**(7)(k) Rules of Order.** Any person not a member of the Board/Committee, desirous of addressing the Board/Committee under public comment on any subject, shall first obtain permission from the Board/Committee Chairperson. All such addresses shall be limited to 5 minutes unless otherwise extended by the Board/Committee Chairperson.

**(10)(a) Suspending, Changing and Interpreting the Rules.** These rules may be suspended by affirmative vote of two-thirds of the members present. The vote on any motion to suspend the rules shall be taken by roll call vote.



## **MINUTES**

### **Public Services**

May 5, 2020

1:30 p.m.

Jury Assembly Room

Marinette County Courthouse

**MEMBERS PRESENT:** Supervisors Ken Keller, George Kloppenburg, and Gail Wanek  
Participating Via Phone: Supervisors Glenn Broderick, Tom Buelteman and Chris Gromala

**MEMBERS EXCUSED:**  
**OTHERS PRESENT:** County Clerk Kathy Brandt, County Administrator John Lefebvre, Corporation Counsel Gale Mattison, County Board Chair John Guarisco, Highway Commissioner Eric Burmeister, District Attorney DeShea Morrow, Bay Cities Radio and Peshtigo Times  
Participating Via Phone: Sheriff Jerry Sauve and department personnel, Medical Examiner Kalynn Van Ermen

#### **1. Call to order**

County Clerk Kathy Brandt called the meeting to order at 1:30 p.m.

#### **2. Introduction of Committee members**

#### **3. Elect Chair**

Supervisor Kloppenburg/Gromala nominates Supervisor Ken Keller. Motion (Kloppenburg/Wanek) to cast unanimous ballot. Motion carried. No negative vote. Supervisor Keller assumes the position of Chair.

#### **4. Elect Vice-Chair**

Chair Keller nominates Supervisor George Kloppenburg. Motion (Kloppenburg/Gromala) to cast a unanimous ballot. Motion carried. No negative vote. Supervisor Kloppenburg assumes the position of Vice Chair.

#### **5. Agenda**

Motion (Kloppenburg/Wanek) to approve agenda. Motion carried. No negative vote.

## 6. Minutes

Motion (Broderick/Keller) to approve minutes of March 10, 2020. Motion carried. No negative vote.

## 7. Committee Member Appointments

Motion (Gromala/Wanek) to recommend to the Administrator and/or County Board chair the following committee appointments. Motion carried. No negative vote.

- |                                 |                        |                     |
|---------------------------------|------------------------|---------------------|
| • 9-1-1 User Committee          | Supervisor Gromala     | term exp 04-20-2022 |
| • Chapter 5 Grievance           | Chair Keller           | term exp 04/20/2022 |
|                                 | Supervisor Kloppenburg | term exp 04/20/2022 |
| • Criminal Justice Coordinating | Supervisor Wanek       | term exp 04/20/2022 |

## 8. Reports of Internal Staff

### Sheriff

- Secured jail in relation to COVID 19 Virus
- Still making numerous arrests despite safer-at-home order
- Thirteen inmates currently on electronic monitoring
- National Corrections Officer Week – May 3

### Jail

- Population numbers are decreasing

### Overtime Report

- Budgeted Overtime per pay period - \$9,852.38
- March Overtime - \$29,051.12; April - \$6,906.46
- Year to Date Overtime – \$71,753.51
- Under/(Over) to date – (\$42,196.36)
- Budget Remainder Year - \$184,408.49

Jail Report Daily Population – March -111 and April 77

Average Daily Head Count – March - 117 and April – 89

## 9. Sheriff's Office Financial Report

Committee reviewed March and April Schedule of Paid Invoices totaling \$281,724.70.

Motion (Kloppenburg/Gromala) to approve May write-off of uncollectable accounts totaling \$12,134.98. Motion carried. No negative vote.

Motion (Gromala/Kloppenburg) to approve May write-off, and forward to the Finance Department for collections, accounts totaling \$20,908.22. Motion carried. No negative vote.

Payments received for accounts turned over to collections or from Marinette County Finance Department - \$11,695.92.

**10. Emergency Management**

- Through the last payroll, COVID-19 County response nearing \$175,000
- Highway Department assisted with picking up and distributing PPE to various municipalities – still a shortage of PPE county-wide
- Application is being prepared for submittal to FEMA for COVID-19 disaster relief funds

**11. Future Agenda Items**

**12. Adjournment**

Motion (Kloppenborg/Wanek) to adjourn at 1:52 p.m. Motion carried. No negative vote.

Next meeting date: June 9, 2020 at 1:30 p.m.

Kathy Brandt  
County Clerk

Date approved/corrected:



# Marinette County Sheriff's Office

## Total CAD Calls Received, by Nature of Call

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Hangup	133	5.72
Agency Assist	20	0.86
Alarm, Law Only	26	1.12
Animal Problem	23	0.99
ATV/SNOWMOBILE COMPLAINT	14	0.60
Animal Attacks or Bites	8	0.34
Burglary, Break and Enter	13	0.56
Business Check/Tavern	770	33.13
Cabin Check	23	0.99
Possible Heart Attack	2	0.09
Child Abuse	1	0.04
Citizen Assist	5	0.22
Civil Complaint	11	0.47
Code Violation	1	0.04
Child Custody Complaints	5	0.22
Death, unknown reason	1	0.04
Car Deer Accident	2	0.09
Message Delivery	1	0.04
Disorderly Conduct/Disturbance	28	1.20
Vehicle in Ditch no Damage	8	0.34
Drugs	8	0.34
Domestic Disturbance	9	0.39
Emergency Detention	1	0.04
Emotion Dist Person	6	0.26
Fire Alarm	2	0.09
Fall	3	0.13
brush fire	3	0.13
Includes Verbal or Physical	2	0.09
Fire	7	0.30
Illegal Use of Fireworks	1	0.04
Follow Ups	18	0.77
Fraud/Forgery/Bad Checks	9	0.39
Structure Fire	1	0.04
Harassment	4	0.17
Juvenile Problem	9	0.39
Litter, Pollutn, Public Health	1	0.04
Medical Emergency	7	0.30
Miscellaneous Cad Call	77	3.31
Hit and Run Accident	5	0.22
Traffic Accident with Injuries	18	0.77
Traffic Accident w/out Injury	25	1.08
Neighbor Problems	8	0.34
Loud Music/Noise Complaint	6	0.26
Unsecure Building/Open Door	2	0.09

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Violation of Public Order	14	0.60
Injunction Violation	2	0.09
Accidental/Intentional	6	0.26
Paper Delivery	86	3.70
Park Check	99	4.26
Patrol Request	143	6.15
Missing Person	3	0.13
Suspicious Person	7	0.30
Wanted Person/Warrant Attempt	5	0.22
Property Damage, Not Vandalism	4	0.17
Found Property	2	0.09
Theft	30	1.29
Public Relations	1	0.04
Chase/Pursuit	1	0.04
ATV/Snowmobile Patrol	1	0.04
Breathing Problems	1	0.04
Road Closure/Construction	1	0.04
Runaway	3	0.13
Sex Offender Registry	2	0.09
Sexual Offenses, Rape, Abuse	2	0.09
Standby Law	9	0.39
Suicide	1	0.04
Suspicious Circumstance	15	0.65
Traffic Hazard/Debris/tree	22	0.95
Threats	6	0.26
Traffic Complaints	48	2.07
Training/School	2	0.09
Transport	1	0.04
Trespass	8	0.34
TRO Service	12	0.52
Traffic Stop	346	14.89
criminal mischief	2	0.09
Abandoned Vehicle	51	2.19
Stolen Vehicle	2	0.09
Suspicious Vehicle	15	0.65
Warrant Arrest	3	0.13
All Water Incidents	1	0.04
Weapons/Guns	4	0.17
Welfare Check	21	0.90
Animal/Fish/Game	13	0.56
Wires Down/Wire Fire	2	0.09

Total reported: 2324

**Report Includes:**

All dates between '00:00:00 05/01/20' and '23:59:00 05/31/20', All nature of incidents, All cities, All types, All priorities, All agencies matching 'MRSO'



# Marinette County Sheriff's Office

## Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
	[No code entered]	1
125.07(4)(b)	Underage Drinking 17-20 yr old	1
16.05(2)(C)	Camping on County Land without/in Violation of Camping Permit	1
174.042(1)(a)S	Dog at Large	1
23.119(3)	Operate Off-Highway Vehicle(OHV) on Public Property Where Prohibited	1
23.33(2)(a)	Operate All-Terrain Vehicle With No Registration	7
23.33(2)(dg)1	Fail to Exhibit Valid Proof ATV/UTV Regist To Law Enf Officer	1
23.33(2J)(B)	Operate ATV/UTV Trail w/o Trail Pass	1
23.33(3)(cm)	Operate ATV/UTV-Public Property-Closed	4
23.33(3e)	Operate UTV w/o occupants seated on manufactured seats	1
23.33(3g)	Operate ATV/UTV w/o headgear	5
23.33(4)(b)	ATV on Highway	11
23.33(5)(b)1	Operate UTV w/o Valid Safety Cert	5
23.33(5)(b)1m	Operate Utility Terrain Vehicle Without Valid Safety Certificate	3
23.33(5)(b)2	Fail to carry valid safety certificate when operating ATV/UTV	4
23.33(6)(a)	Fail to Display Lighted Head Lamp/Tail Lamp ATV/UTV	1
23.33(6)(i)	Operate UTV w/o safety belt	1
23.335(2)(A)	Operate Off-Highway Motorcycle W/O Valid Registration	1
23.335(22)(B)	Refuse to stop after requested/signaled by LEO	1
23.335(9)(A)4	Operate OHM on public property posted closed or where prohibited by law	1
254.92(2)	Minor Possess/Purchase Tobacco	2
287.81(2)(a)	Dep/Dis Solid Waste Pub/Prv Property <10 Gal	1
30.62(3)(a)	Fail provide proper num.of float devices	2
341.03(1)	Operate w/suspend,canceled,reg	1
341.04(1)	Non-registration auto	7
341.62	Display false registration	2
343.05(3)(a)	Operate W/O Valid License	16
343.05(3)(b)	Operate Motorcycle W/O Valid License	1
343.07(1g)(bm)	Permittee oper. m/v w/person in veh.	1
343.44(1)(a)	Operate After Suspension	12
343.44(1)(b)	Operate after revocation	2
344.62(1)	Operating MV without insurance	12

<u>Violation</u>	<u>Description</u>	<u>Total</u>
344.62(2)	Operate MV without proof of ins	20
346.04(2)	Failure to obey official traffic signal or sign	2
346.05(1)	Operate left of center	2
346.09(1)	Passing into oncoming traffic	1
346.09(3)	Passing in no-pass zone	1
346.13(1)	Unsafe lane deviation	1
346.15	Wrong way divided highway	1
346.18(3)	FYR from stop sign	1
346.32	Failure to Yield Right of Way	2
346.37(1)(c)1	Operator Violate Red Traffic Light	1
346.57(2)	Failure to keep vehicle under control	5
346.57(2) U/I Spd	Unreasonable and Imprudent Speed	2
346.57(3)	Driving too Fast for Conditions	3
346.57(4)(gm)1	Speeding on Expressway	2
346.57(4)(h)	Speeding in 55 MPH Zone	6
346.57(5)	Exceeding Speed Zones	50
346.62(2)	Reckless Driving - No person may endanger the safety of any person or property by the negligent operation of a vehicle	1
346.63(1)(a)	Operating While Under the Influence	8
346.63(1)(b)	Prohibited alcohol concentra	6
346.67(1)	Hit & Run Attended or Occupied	1
346.70(1)	Failure of Operator to Notify Police of Accident	2
346.89(1)	Inattentive Driving	1
346.935(2)	Possess Intox in MV - Driver/Passenger	3
346.94(8)	Transporting person in mobile home/boat	1
347.413(1)	IID Tampering/Fail to Install/Violate Court Order	1
347.48(2m)(b)	Vehicle Operator Fail/Wear Seat Belt	6
347.48(2m)(d)	Ride in Vehicle W/O Wearing Seat Belt	4
350.08	Permit Operation by Person Incapable Because of Age, Physical or Mental Disability or Under the Influence	1
7.07S	Disorderly Conduct with a Motor Vehicle	3
940.19(1)S	Battery	2
943.01(1)	Criminal Damage	28
943.13(1m)(a)	Trespass to land	1
943.20(1)(a)	Theft - Moveable property	2
943.21(1m)(d)	Fraud on Gas Station Oerator	1
946.41(1)	Resist or Obstruct Officer	2
947.01(1)	Disorderly conduct	5
947.01(1)S	Disorderly Conduct	1
961.41(3g)(a)1	Possession of narcotic drugs	1
961.41(3g)(e)	Possession of marijuana	13
961.41(3g)(e)S	Possession of Marijuana	1
961.573(1)	Possession Drug Paraphenalia	17
961.573(1)S	Possession Drug Paraphenalia	1

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**Report Totals**

**324**

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**Report Includes:**

All dates of issue between '00:00:00 05/01/20' and '23:59:00 05/31/20', All agencies matching 'MRSO', All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types



# Marinette County Sheriff's Office

## Total Traffic Warning Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
23.119(3)	Operate Off-Highway Vehicle(OHV) on Public Property Where Prohibited	1
23.33(2)(a)	Operate All-Terrain Vehicle With No Registration	1
23.33(2)(c)2	Fail to Attach/Maintain ATV/UTV Registration Plate to Rear of Vehicle	7
23.33(3)(a)	Operate ATV/UTV in a Careless Manner	2
23.33(3)(c)	Operate ATV on private property w/o consent	1
23.33(3e)	Operate UTV w/o occupants seated on manufactured seats	1
23.33(3g)	Operate ATV/UTV w/o headgear	3
23.33(5)(A)4	Operate ATV on Roadway By Person Under the Age of 16	1
23.33(5)(b)2	Fail to carry valid safety certificate when operating ATV/UTV	1
23.33(6)(a)	Fail to Display Lighted Head Lamp/Tail Lamp ATV/UTV	6
23.33(6)(e)	Operate All-Terrain Vehicle or Utility Terrain Vehicle without Muffler or Spark Arrestor	1
23.33(6)(f)	Operate ATV/UTV Modified w/ max width >50in	1
23.33(6)(i)	Operate UTV w/o safety belt	1
341.04(1)	Non-registration auto	7
341.07(2)	Operate Unregistered Truck Less Than 10,000 lbs	1
341.15(1)	Fail to display license plates	6
341.15(2)	Improperly displayed plates	2
341.15(3)(b)	Improper Display Plates	1
341.61(2)	Display unauth reg plate	1
343.05(3)(a)	Operate W/O Valid License	1
343.44(1)(a)	Operate After Suspension	1
344.62(1)	Operating MV without insurance	2
344.62(2)	Operate MV without proof of ins	2
346.05(1)	Operate left of center	2
346.13(1)	Unsafe lane deviation	1
346.37(1)(c)3	Failure to Yield Right of Way	1
346.46(1)	Fail/Stop at Stop Sign	3
346.51(1)	Improper Parking On/Off Roadway	1
346.57(2)	Failure to keep vehicle under control	2
346.57(5)	Exceeding Speed Zones	43
347.13(1)	Tail Lamps-Red Light Visible Range > 500 ft	3

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<u>Violation</u>	<u>Description</u>	<u>Total</u>
347.13(3)	Operate Vehicle w/o Registration Lamps	1
347.39(1)	Operate Motor Veh. W/O Adequate Muffler	7
NR64.03(5)	Fail to Transfer ATV vehicle Registration	3
NR64.04(1)	Fail to Display or Improper Display of Registration Decals on All-Terrain Vehicles	5
TR305.15(5)	Fail/Maintain High-Mounted Stop Lamp. High Mount Stop Lamp Not Red In Color	1
TR305.20(1)	Fail Maintain Exhaust Systems	2
TR305.30(1)	Tires and rims	1
TR305.32(4)(b)(2)	Window Tint Violation	1

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**Report Totals:            128**

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**Report Includes:**

All dates between '00:00:00 05/01/20' and '23:29:00 05/31/20', All agencies matching 'MRSO', All issuing officers, All areas, All violations



# Marinette County Sheriff's Office

## Total Offenses Report, by Statute

<u>Statute Code</u>	<u>Statute Description</u>	<u>Total</u>
003	Commitment to Jail	1
007	Out of County Warrant	3
009	Bond Revoked	1
174.042	Dog Running at Large	1
343.44(1)(b)	Operate after revocation	2
346.63(1)(a)	Operating While Under the Influence	4
346.63(1)(a)-2	OWI 2nd offense	2
346.63(1)(a)-3	OWI Third Offense	2
347.413(1)	IID Tampering/Fail to Install/Violate Court Order	1
450.11(7)(h)S	Possess/Illegally Obtained Prescription	1
7.07S	Disorderly Conduct with a Motor Vehicle	1
938.983	Underage Tobacco Violation	2
940.32	Stalking	1
941.29(1)(a)	Felon in Possession Firearm	1
943.01	Damage to property	1
943.01(1)	Criminal Damage	2
943.01(1)S	Criminal Damage to Property	6
943.20(1)(a)S	Theft - Movable Property <=\$2500	1
943.30	Threats to injure, accuse crim	1
943.50(1m)(b)	Retail Theft-Intentionally Take <=\$500.00	1
946.41	Resist or Obstruct Officer	2
946.41(2m)	Resist or Obstruct Officer	2
946.49(1)(b)	Bail Jumping-Felony	5
947.01(1)	Disorderly conduct	4
947.01(1)S	Disorderly Conduct	2
961.41(3)(c)	Possess/attempt possess cocaine	1
961.41(3g)(a)2	Possession of heroin	3
961.41(3g)(am)	Possession of Sch I & II Narc	1
961.41(3g)(c)	Possession of cocaine	3
961.41(3g)(e)	Possession of marijuana	5
961.41(3g)(e)S	Possession of Marijuana	10
961.41(3g)(g)	Possess Methamphetamine	2
961.573	Possession Drug Paraphenalia	5
961.573(1)	Possession Drug Paraphenalia	1
961.573(1)S	Possession Drug Paraphenalia	17
968.09	Failure to Appear	1
973.10	Probation Violation	2

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Total reported: 101

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**Report Includes:**

All offense dates between `00:00:00 05/01/20` and `23:59:00 05/31/20`, All offense codes, All statute codes, All location codes, All alcohol/drug codes, All crime clases, All jurisdictions, All entry codes, All courts, All arresting agencies matching `MRSO`, All arrest types, All arresting officers, All arrest dates



Group A Crime Counts by Incident/Arrest Date

April 2020

<u>Crime Category</u>	<u>Offenses</u>	<u>Victims</u>	<u>Clearances</u>	<u>Adult Arrests</u>	<u>Juvenile Arrests</u>	<u>Total Arrests</u>
<b>Total Crime</b>	<b>49</b>	<b>50</b>	<b>24</b>	<b>17</b>	<b>2</b>	<b>19</b>
<b>Crimes Against Persons</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0
• Rape	0	0	0	0	0	0
• Sodomy	0	0	0	0	0	0
• Sexual Assault w/Object	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0
Sex Offenses - Nonforcible	0	0	0	0	0	0
• Incest	0	0	0	0	0	0
• Statutory Rape	0	0	0	0	0	0
Assault Offenses	5	5	4	2	0	2
• Aggravated Assault	2	2	2	0	0	0
• Simple Assault	3	3	2	2	0	2
• Intimidation	0	0	0	0	0	0
Kidnapping/Abduction	0	0	0	0	0	0
Human Trafficking	0	0	0	0	0	0
• Human Trafficking, Commercial Sex Acts	0	0	0	0	0	0
• Human Trafficking, Involuntary Servitude	0	0	0	0	0	0
<b>Crimes Against Property</b>	<b>23</b>	<b>24</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>2</b>
Robbery	0	0	0	0	0	0
Burglary	4	5	1	0	0	0
Theft/Larceny	9	9	2	0	2	2
• Theft - Pocket-Picking	0	0	0	0	0	0
• Theft - Purse Snatching	0	0	0	0	0	0
• Theft - Shoplifting	1	1	1	0	2	2
• Theft From Building	2	2	0	0	0	0
• Theft From Coin-Op. Machine	0	0	0	0	0	0
• Theft From Motor Vehicle	0	0	0	0	0	0





Crime Counts - Marinette Co SO  
April 2020

• Theft of Motor Vehicle Parts	0	0	0	0	0	0
• Theft - All Other Larceny	6	6	1	0	0	0
Motor Vehicle Theft	1	1	0	0	0	0
Stolen Property Offenses	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0	0
Fraud Offenses	2	2	0	0	0	0
• Fraud - False Pretenses	0	0	0	0	0	0
• Fraud - Credit Card/ATM	1	1	0	0	0	0
• Fraud - Impersonation	1	1	0	0	0	0
• Fraud - Welfare	0	0	0	0	0	0
• Fraud - Wire	0	0	0	0	0	0
• Fraud - Identity Theft	0	0	0	0	0	0
• Fraud - Hacking/Computer Invasion	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0	0
Bribery	0	0	0	0	0	0
Destruction/Vandalism	7	7	0	0	0	0
<b>Crimes Against Society</b>	<b>21</b>	<b>21</b>	<b>17</b>	<b>15</b>	<b>0</b>	<b>15</b>
Weapon Law Violations	0	0	0	0	0	0
Prostitution Offenses	0	0	0	0	0	0
• Prostitution	0	0	0	0	0	0
• Prostitution - Assisting	0	0	0	0	0	0
• Prostitution - Purchasing	0	0	0	0	0	0
Drug/Narcotic Offenses	21	21	17	15	0	15
• Drug/Narcotics Violations	11	11	9	14	0	14
• Drug Equipment Violations	10	10	8	1	0	1
Gambling Offenses	0	0	0	0	0	0
• Gambling - Betting	0	0	0	0	0	0
• Gambling - Operating	0	0	0	0	0	0
• Gambling - Equipment Violations	0	0	0	0	0	0
• Gambling - Sports Tampering	0	0	0	0	0	0
Pornography	0	0	0	0	0	0
Animal Cruelty	0	0	0	0	0	0





Group B Arrests by Arrest Date

April 2020

<u>Crime Category</u>	<u>Adult Arrests</u>	<u>Juvenile Arrests</u>	<u>Total Arrests</u>
Total Crime	22	2	24
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	1	1	2
Driving Under the Influence	4	0	4
Family Offenses, Nonviolent	0	0	0
Liquor Law Violation	8	1	9
Peeping Tom	0	0	0
Trespass of Real Property	0	0	0
All Other Offenses	9	0	9

**Counting Rules**

Counts on this page are based on the month of the incident or arrest, rather than the month the incident was submitted. If the incident date is unknown, the report date is used. Counts are subject to change as data are updated.

Offense counts are calculated based on the number of offenses for each victim (per incident) for Crimes Against Persons and the number of unique offense types (per incident) for Crimes Against Property and Crimes Against Society. For burglary and motor vehicle theft, offense counts are based on the number of premises entered and the number of vehicles stolen, respectively.

Victim counts are calculated based on the number of victims connected to each unique offense type in an incident. For Crimes Against Persons, the number of victims will be equal to the number of offenses. Victims will be counted more than once if they are connected to multiple offenses.

Arrest counts are calculated based on the number of arrestees listed on a Group A or Group B incident. Each arrestee is counted only once per incident. Arrests are categorized based on the specific Group A or Group B arrest code submitted by the agency, rather than the incident offense code. Since agencies only submit the most serious arrest charge for each arrestee on an incident, arrest counts are not indicative of the number of charges.

Incidents are cleared in one of two ways: by arrest or by exceptional means. Clearance counts are based on the number of offenses cleared in a given month regardless of when the offense occurred, and can therefore be greater than the number of offenses in a given month. In incident-based reporting, the first arrest on an incident, or an exceptional clearance, will clear all offenses associated with the incident.



# Sheriff Department

	Org Code	2020 Budget					(Based on 26 Payp Under (over) based Budget				
		as revised	January	February	March	April	May	Year To Date 2019	Budget	on # of Pay Periods	Remainder Yr.
<b>Administration</b>	52110000	<b>1000</b>	1380.92	185.05	17.62	181.87	26.44	<b>1791.9</b>	<b>115.38</b>	<b>-1676.52</b>	<b>-791.90</b>
<b>Patrol</b>	52120000	<b>135000</b>	5052.46	6734.81	8360.11	2121.7	4230.39	<b>26499.47</b>	<b>15576.92</b>	<b>-10922.55</b>	<b>108500.53</b>
<b>Recreational</b>	52121000	<b>5000</b>	224.83	1908.52	960.57	1017.42	1053.72	<b>5165.06</b>	<b>576.92</b>	<b>-4588.14</b>	<b>-165.06</b>
<b>MEG Unit</b>	52124000	<b>5000</b>	0	0	0	0	0	<b>0</b>	<b>576.92</b>	<b>576.92</b>	<b>5000.00</b>
<b>Crim. Investigation</b>	52125000	<b>9000</b>	464.33	174.26	477.50	99.00	1569.34	<b>2784.43</b>	<b>1038.46</b>	<b>-1745.97</b>	<b>6215.57</b>
<b>WI OWI Grant</b>	52132000	<b>27920</b>	0	0	0	0	0	<b>0</b>	<b>3221.54</b>	<b>3221.54</b>	<b>27920.00</b>
<b>Speed Grant</b>	52134000	<b>20000</b>	0	0	0	0	0	<b>0</b>	<b>2307.69</b>	<b>2307.69</b>	<b>20000.00</b>
<b>Anti-Meth Grant</b>	52143000	<b>4982</b>	123.00	503.37	184.39	572.38	258.15	<b>1641.29</b>	<b>574.85</b>	<b>-1066.44</b>	<b>3340.71</b>
<b>Anti-Heroin Grant</b>	52147000	<b>7260</b>	0	701.61	802.60	0	428.73	<b>1932.94</b>	<b>837.69</b>	<b>-1095.25</b>	<b>5327.06</b>
<b>Jail</b>	52710000	<b>41000</b>	6839.58	11503.19	18248.33	2914.09	375.26	<b>39880.45</b>	<b>4730.77</b>	<b>-35149.68</b>	<b>1119.55</b>
<b>Total</b>		<b>256162</b>	<b>14085.12</b>	<b>21710.81</b>	<b>29051.12</b>	<b>6906.46</b>	<b>7942.03</b>	<b>79695.54</b>	<b>29557.15</b>	<b>-50138.39</b>	<b>176466.46</b>
<b>Budgeted OT Per Payperiod</b>	26	9852.38									

	Jan	Feb	Mar	Apr	May
	Jail Avg.				
	Daily Pop.				
2020 ADP	107.39	111.14	111.42	116.68	90.45

**PRESENTENCED INMATES  
6/01/2020**

- **33 Felony Offenses**
- **1 Misdemeanor Offenses**
  
- 3 OAWI (Felony)
- 1 OMVWOC
- 1 Flee/Elude
- 10 Possession of Meth
- 1 Manufacture/Deliver THC
- 1 Possession of Heroin
- 2 Possession of Narcotics
- 2 Possession/Intent Heroin
- 6 Manufacture/Deliver Meth
- 9 Burglary
- 1 Stalking
- 1 Public Endangerment
- 2 Substantial Battery
- 2 Strangulation
- 1 Threat/LEO
- 1 Threats Injure
- 1 Battery
- 1 Child Porn
- 1 Sex Offender Registry Violation
- 2 Bail Jumping
- 1 Fail Support
- 1 OCSO
- 1 Other Agency Warrant

**SENTENCED INMATES  
6/01/2020**

- **10 FELONY**
- **10 MISDEMEANOR**
  
- 2 OAWI (Felony)
- 2 OAWI (Misdemeanor)
- 1 Hit/Run Injury
- 4 OAR
- 2 Possession of Meth
- 3 Battery
- 2 Strangulation
- 1 Rec Stolen Property
- 1 Bail Jumping
- 1 Violate Court Order No Contact
- 7 PO Hold
- 2 Probation Revocation
- 1 Conditional Jail Time
- 10 WSP

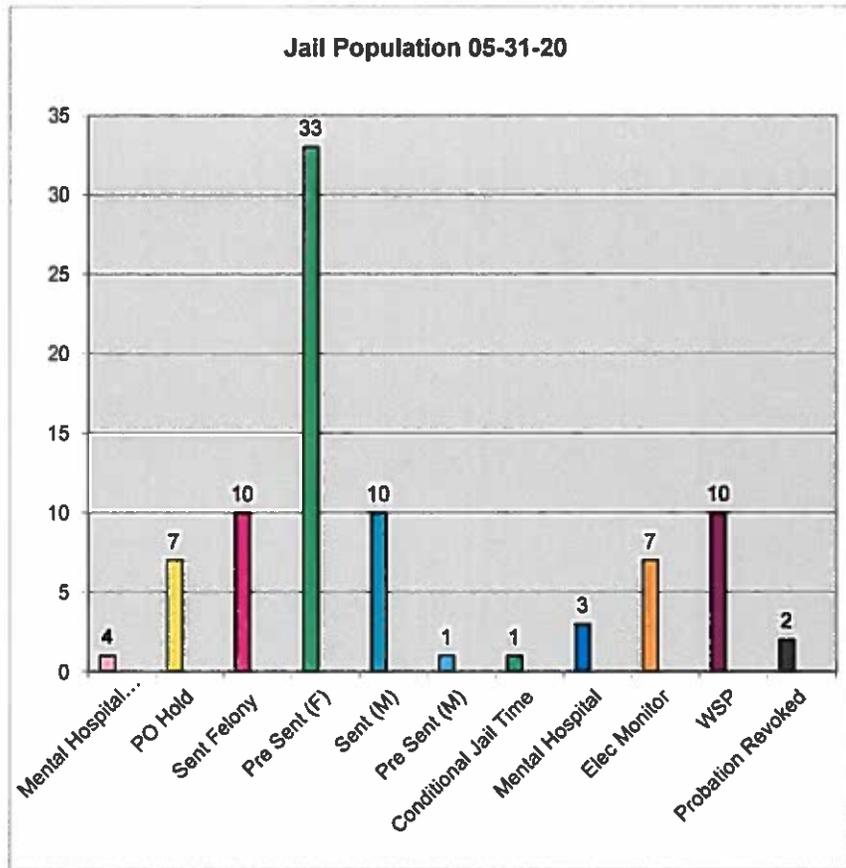
Jail Population snap shot of May 31, 2020

Total- 92 Male-76 Female-16

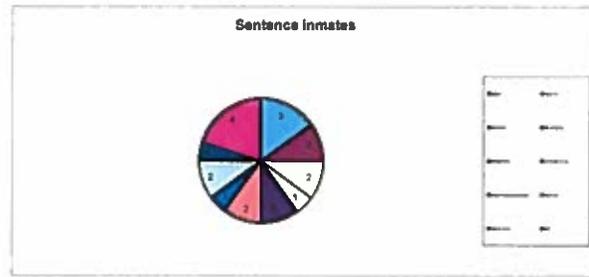
Oconto-1

Sentenced	20 felony - 10	mis-10
Present-	34 felony - 33	mis-1
Child Sup	0	
DOC Hols	7	
MRSO FTF	0	
WSP	10	
Mental Hos	3	
Probation	2	
Revoked		
Elec Mon	7	

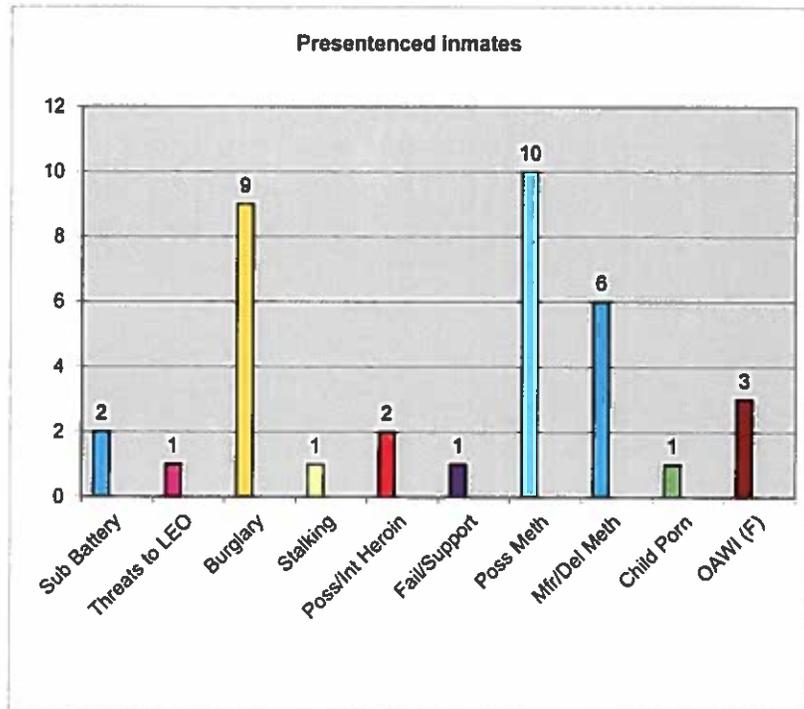
Mental Ho: PO Hold Sent Felony Pre Sent (F) Sent (M) Pre Sent (M) Conditiona Mental Hospita Elec Monit- WSP Probation Revoked  
 1 7 10 33 10 1 1 3 7 10 2



Battery 3 OAWI (F) 2 Poss Meth 2 Bail Jumping 1 Strangulati 2 Rec/Stolen 2 Pr: Violate 1 Re: OAWI (M) 2 Hit/Run Inj 1 OAR 4



Sub Battery 2 Threats to 1 Burglary 9 Stalking 1 Poss/Int Hi 2 Fail/Support 1 Poss Meth 10 Mfr/Del Me 6 Child Porn 1 OAWI (F) 3



**Marinette County Jail Populations**

Listed below is daily population information for Marinette County Jail for the month of May-20

Date	Daily Head Count	# of boarders	Gender		# in other jails	# on EMP or home monitor	Date	Daily Head Count	# of boarders	Gender		# in other jails	# on EMP or home monitor
			# of males	# of females						# of males	# of females		
1	78		61	17		9	17	79		63	16		7
2	79		62	17		9	18	80		64	16		7
3	80		63	17		9	19	80		65	15		6
4	82		64	18		9	20	80		65	15		6
5	80		62	18		10	21	81		66	15		6
6	81		63	18		10	22	84		68	16		6
7	82		64	18		9	23	86		70	16		5
8	81		63	18		8	24	85		70	15		5
9	81		63	18		8	25	91		75	16		5
10	81		63	18		8	26	86		70	16		5
11	82		63	19		8	27	91		74	17		7
12	81		63	18		8	28	92		76	16		9
13	77		62	15		8	29	91		75	16		9
14	76		61	15		8	30	91		74	17		9
15	78		63	15		7	31	92		75	17		9
16	80		65	15		7	<b>Average</b>	<b>82.83871</b>	<b>#DIV/0!</b>	<b>66.29032</b>	<b>16.54839</b>	<b>#DIV/0!</b>	<b>7.612903</b>

Huber Count, 15th of the Month: 0

Completed by: Assistant Jail Administrator Tom Bourque

phone number: 715-732-7322

Upon completion please return to:

Cathy Tysk  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E. Washington Ave., P.O. Box 7925  
 Madison, WI 53707-7925

telephone: (608) 240-5070  
 facsimile: (608) 240-3305

# in other jails:  
 # on EMP or monitor:

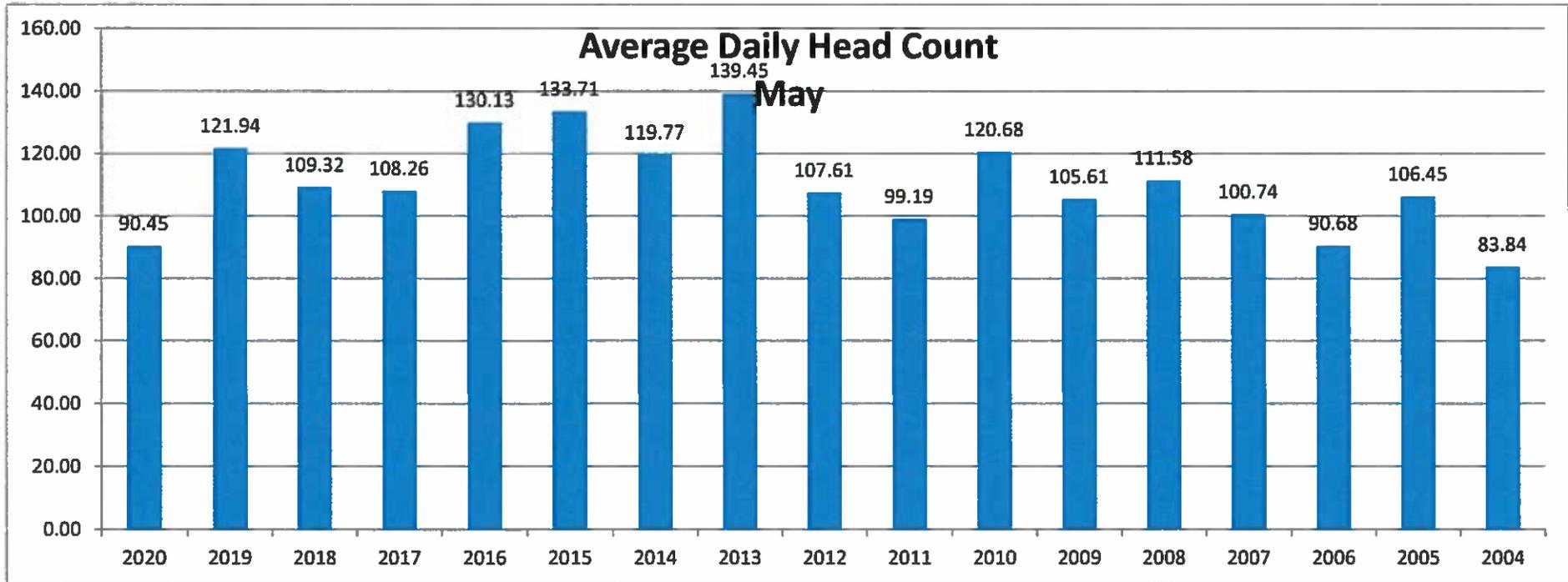
Number of inmates in the facility at a given time daily (6:00 AM suggested), does not include shaded columns.  
 Inmates housed in the facility from other jurisdictions (county, state, federal), does not include shaded columns.  
 Number of male and female inmates housed in the facility at the time of daily head count, does not include shaded columns.  
 Inmates from your county housed in other jurisdictions.  
 Number of persons serving jail time under alternative methods, such as home detention or electronic monitoring.

**Marinette County Jail Populations**

**May Daily Head Count Average By Year**

Year	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
1	87	126	122	124	125	135	115	145	116	112	124	110	118	98	76	99	90
2	88	119	127	121	130	139	117	139	114	114	125	105	113	98	76	99	86
3	89	119	118	122	127	140	114	137	110	111	123	110	118	100	79	100	86
4	91	118	116	119	126	142	117	141	112	103	122	106	111	101	82	104	84
5	90	120	117	114	129	143	117	146	113	104	120	107	112	103	82	103	80
6	91	121	119	112	130	145	120	139	116	100	120	108	111	102	86	103	81
7	91	122	121	111	128	143	122	139	114	104	120	105	108	99	88	97	80
8	89	122	117	112	120	141	122	136	109	105	124	107	106	104	89	99	85
9	89	114	119	115	122	139	119	135	109	104	127	104	106	102	80	99	84
10	89	111	120	110	127	140	128	136	108	97	118	107	113	100	81	101	81
11	90	114	115	108	127	140	129	136	114	96	119	106	117	103	88	102	84
12	89	117	112	110	124	143	124	137	112	97	117	108	115	105	98	102	80
13	85	119	112	114	126	133	123	141	110	103	117	106	116	101	99	103	82
14	84	115	111	116	128	130	120	134	106	106	114	105	115	100	100	110	84
15	85	123	103	114	129	127	119	140	100	106	120	103	109	96	96	108	82
16	87	126	105	116	131	127	119	139	102	101	121	109	108	95	91	109	81
17	86	123	106	106	125	127	120	137	107	98	120	108	110	97	97	102	81
18	87	125	108	107	129	129	123	143	102	96	116	107	114	97	96	102	84
19	86	125	108	102	133	128	119	146	108	90	115	98	112	100	91	104	83
20	86	128	106	99	135	127	119	145	107	91	116	105	113	100	96	105	88
21	87	129	103	97	138	126	118	146	103	97	113	106	110	99	97	111	88
22	90	123	101	96	138	132	119	143	99	96	121	102	109	100	91	114	94
23	91	121	105	98	135	130	119	140	103	96	123	101	109	98	94	109	88
24	90	122	102	100	136	132	122	138	104	91	122	102	115	96	98	111	82
25	96	122	99	100	137	134	123	140	102	91	114	99	114	103	100	110	81
26	91	127	98	98	134	134	123	143	105	94	120	105	111	101	97	110	83
27	98	126	97	98	134	134	116	144	106	93	119	102	109	104	96	110	78
28	101	124	98	104	127	130	116	136	111	93	117	106	105	102	98	118	83
29	100	129	100	106	134	127	118	137	110	99	129	109	106	105	92	121	87
30	100	124	101	107	136	124	115	131	104	95	135	109	114	105	90	119	85
31	101	126	103	100	134	124	118	134	100	92	130	109	112	109	87	116	84
<b>Average</b>	<b>90.45</b>	<b>121.94</b>	<b>109.32</b>	<b>108.28</b>	<b>130.13</b>	<b>133.71</b>	<b>119.77</b>	<b>139.45</b>	<b>107.61</b>	<b>99.19</b>	<b>120.68</b>	<b>105.61</b>	<b>111.58</b>	<b>100.74</b>	<b>90.68</b>	<b>106.45</b>	<b>83.84</b>

# Marinette County Jail Populations



**2020 Marinette County Medical Examiner Activity Spreadsheet - as of 05/31/2020**

	<u>Investigations</u>	<u>Autopsy</u>	<u>Cremations</u>	<u>MVA</u>	<u>Homicide</u>	<u>Suicide</u>	<u>Pending</u>	<u>Off-Road</u>	<u>Overdose</u>	<u>Fire</u>	<u>Hunting</u>	<u>Infants</u>	<u>Natural</u>	<u>COVID-19</u>
January	25	0	42	0	0	1	0	0	0	0	0	0	24	0
February	17	0	51	0	0	1	0	0	0	0	0	0	16	0
March	17	1	32	0	0	0	1	0	0	0	0	0	16	0
April	25	1	35	1	0	0	0	0	0	1	0	0	12	1
May	18	1	43	0	0	1	1	0	0	0	0	0	16	1
June														
July														
August														
September														
October														
November														
December														
<b>Totals</b>	<b>102</b>	<b>3</b>	<b>203</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>84</b>	<b>2</b>

*\*2019 monthly totals are listed to show comparison to current year*

<b>YTD 2019 Totals</b>	115	9	200	2	1	2	0	0	2	0	0	0	104	N/A
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## Marinette County Teen Court

<b>Possession of Drugs</b>	<b>Underage Drinking</b>	<b>Damage to Property</b>	<b>Theft</b>	<b>Truancy</b>	<b>Traffic Violations</b>	<b>Recreation Violations</b>	<b>Tobacco Violation</b>
2	4	1	0	1	1	2	1

- 12 total cases for 2020
- 3 successfully completed Teen Court
  
- 3 cases in June
- 3 cases in July
- 3 cases in August



Vendor Name	Vendor Total	Full Description
DANA SAFETY SUPPLY I	\$ 1,690.60	INV#629355-A REC TRUCK PARTITIONS
DAN'S FASTER LUBE	\$ 110.00	INV#42557 OIL CHANGE 1809; INV#42558 OIL CHANGE 1926
ELIAS AUTO PARTS & R	\$ 118.50	INV#75602, 75622 & 75623 OIL CHANGES
EMERGENCY LIGHTING &	\$ 718.80	DETECT SQUAD LIGHT CONTROL INV# 200129
EWALD'S HARTFORD FOR	\$ 31,234.50	SQUAD CAR DEAL#15786 CUST#123167
FASTENAL COMPANY	\$ 2,119.47	Disposable Mask; Hand Sanitizer; Mask/Hand Sanitizer; Surgical Mask; WHOLSALE INDUST SUPP; Hand Sntzr/rollers
FOND DU LAC CO TREAS	\$ 1,757.10	INV# 20100117 ACCT# 49156
GALLS	\$ 103.63	INV#15731909 RADIO EAR PIECES
HIGH REV GRAPHICS	\$ 480.00	INV#2001 SQUAD DECALS/DEER HIT; REC TRUCK DECALS
IBEAUTHENTIC LLC	\$ 120.00	8oz Pump Dispensers - COVID 19 response
J&R ENTERPRISES OF W	\$ 338.69	INV#59121 OIL CHANGE 1917; INV#59128 BRAKES 1917
JAMESTOWN PLASTICS I	\$ 661.20	TRUE HERO - NON DISPOSABLE FACE SHIELDS - COVID 19
JANITORS CLOSET	\$ 94.08	INV#46967 HAND SANITIZER AND SPRAYERS
JUSTICEPOINT, INC	\$ 1,563.72	ELECT MONT INV# 2495
KALAHARI RESORT CONV	\$ -82.00	REFUND DEPOSIT FOR CANCELLED LODGING KASTEN
KALLGREN, NANCY J	\$ 7,685.00	17JC10 GAL FEES INV#1293; 17JC22 & 17JC23 GALL FEES INV# 1296; 17JC35 GAL FEES INV# 1302; 17JC37 & 17JC38 GAL FEES INV# 1301; 18JC34 GAL FEES INV#1295; 19JC10-NR GAL FEES INV# 1304; 19JC14 & 19JC15 GAL FEES INV#1292; 19JC2 & 19JC3 GAL FEES INV#1294; 19TP10 & 19TP11 GAL FEES INV#1287; 20GN05 GAL FEES INV# 1290; 20GN3 GAL FEES INV# 1289; 20GN4 GALL FEES INV# 1291; 20GN6 GALL FEES INV# 1288; 20JC4 & 20JC5 GAL FESS INV# 1300; 20JG1 & 20JG2-NR GAL FEES INV# 1303
KAPITZ, DAVID L	\$ 654.00	05CF59 TRANSCRIPT DUPLICATES; 19CF07 & 128, 29CF01 TRANSCRIPTS; 19CF143/PETERSON TRANSCRIPTS; 19CF16 & 19CF158/NOWAK TRANSCRIPTS; 19CF212/WILLIS TRANSCRIPTS; MARCH 2020 TRANSCRIPT INVOICES
KEYSTONE PSYCHOLOGY	\$ 1,350.00	20ME41 EXAM BILL# 3328; 20ME46 EXAM BILL# 3320; 20ME47 EXAM BILL# 3321
KOFAX INC	\$ 179.00	KOFAX Power PDF Advanced software - Order # 118348
KRUEGER SMITH, ATTOR	\$ 144.90	17JC24 - NR GAL FEES 04/14/20 INVOICE
LABORATORY CORPORATI	\$ 138.00	GENETIC TESTING
LANGUAGE LINE SERVIC	\$ 7.24	translation service
LEXISNEXIS RISK DAT	\$ 333.33	APRIL COMMITMENT; INV#1318241-20200331; INV#1318241-20200430; APRIL COMMITMENT
MANITOWOC COUNTY	\$ 6.25	CS#2012CM000595 11-08-2017 CERTIFIED JOC
MARINETTE SHELL	\$ 65.56	SQUAD WASHES 5/1/20 STATEMENT
MCKESSON GENERAL ME	\$ 40.59	Hand Sanitizer
MENARDS MARINETTE WI	\$ 219.60	INV# 9383 ACCT#31620282 DIST H2O & SPRAY BOTTLES; INV#7390 ACCT#31620282 LYSOL SPRAY/WIPES (COVID19); JAIL SUPPLIES
MENOR, RHONDA R	\$ 735.00	MARCH 2020 TRANSCRIPT INVOICES

Vendor Name	Vendor Total	Full Description
MIDAMERICA ADMIN & R	\$ 400.00	MAY HRA DEPOSIT-PAN ID: MARINETTEG5 (ACTIVE)
MILLERS ACTION OFFIC	\$ 1,008.27	INV#0154145-001 OFFICE SUPPLIES; INV#0154146-001 CHAIR; INV#0154206-001; WHOLESAL PHOTO EQPT - OFFICE SUPPLIES; WHOLESAL PHOTO EQPT - OFFICE SUPPLIES
MILWAUKEE CO CLERK O	\$ 104.60	2017CF5358 & 2014CF1024 CERTIFIED JOCS; JAMES FRYE CERTIFIED JOC REQUESTS
MORRISON, BARBARA	\$ 1,487.50	09GN7 GAL FEES INV# 453; 18GN5 GAL FEES INV# 452; 18GN9 GAL FEES INV# 451; 19GN12 GAL FEES INV# 450; 19GN14 GAL FEES INV# 454
MOTOR COMPANY INC	\$ 208.46	inv#6160226 oil change; INV#6160334 OIL CHANGE 1706; INV#7912 TAX CREDIT; INV#7912 TOWING GOLF CARTS WILL BE CREDITING TAX
NELSON TACTICAL	\$ 11,727.94	INV#1561 PARKER BPVEST; INV#1562 PARR BPVEST; INV#1563 POPP BPVEST; INV#1572 AUXILIARY BPVESTS; SPORTING GOODS STORES
NENA	\$ 142.00	NENA Dues
NKS TIRE AND SERVICE	\$ 1,984.07	INV#179463 OIL CHANGE/WIPER BLADE KASTEN; INV#179585 OIL CHANGE 501; INV#179805 OIL CHANGE WIPER BLADES 1809; INV#179896 BRAKES 1715; INV#180157 BRAKES OIL CHANGE 1727
NSIGHT TELS SERVICES	\$ 3,550.00	Nsight T1 Radio; T 1 Circuits
OCONTO COUNTY	\$ 55.00	15CM136 & 18CF155 CERTIFIED JOCS; CS# 18CV134 COPY FEE; CS#19CF221 CERTIFIED JOC; CS#19CM195 CERTIFIED JOC
OZAUKEE CTY CLERK OF	\$ 23.25	2006CM782, 2013CF163 & 2014CF37 CERT REC REQUEST
PAYPAL - PCARD ONLY	\$ 350.00	K9 TRN REG - ELIAS & HICKS
PESHTIGO VETERINARY	\$ 115.00	INV#216118 MEDS FOR DASKO
POMP'S TIRE SERVICE	\$ 1,403.87	INV#1140010799 TIRES 1809; INV#240061283 TIRES 1807
PRINT SHOP, THE	\$ 170.00	VICTIM FOLDERS INV#7034243
QUILL CORPORATION	\$ 98.46	Office Supplies
RANGER SIX INVESTIGA	\$ 400.00	19PA58 & 59 PROCESS SERVICE; 19PA66 04/20/20 PROCESS SERVICE; 20FA48 PROCESS SERVICE; 20FA53 B RUPERT PROCESS SERVICE; 20FA53 S RUPERT PROCESS SERVICE; 20FA55 PROCESS SERVICE; 20FA56 PROCESS SERVICE; 20FA57 PROCESS SERVICE
REDI TRANSPORTS	\$ 5,200.00	EXTRADITION COST INV# 20-1075
SHAWANO CO CLERK OF	\$ 15.00	00CM529 & 00CT255 CERTIFIED COPIES
SPECTRUM	\$ 371.54	INV#605751401040820 JAIL CABLE
STAMPS.COM	\$ 35.98	OWI STAMPS; POSTAGE
STAPLES - PCARD	\$ 308.72	Office Supplies; OFFICE SUPPLIES - White board and markers
STAPLES INC	\$ 43.72	Staples Invoice for Office Supplies - Invoice # 80
STATE BAR OF WISCONS	\$ 44.56	LEGAL SERVICES AND ATTORNEYS - Law Publication
STELLAR SERVICES, LL	\$ 170.00	CANTEEN CHECKS INV# CK9502
SURVEYMONKEY INC	\$ 300.00	Account Upgrade



Vendor Name	Vendor Total	Full Description
WITT AUTO SALES INC	\$ 168.80	INV#98417 OIL CHANGE 1830 WILL CREDIT TAXES; inv#98417 Tax Refund; INV#98443 OIL CHANGE/TIRE ROTATION; INV#98447 OIL CHANGE 1933; INV#98528 OIL CHANGE 1825
YOGESH PAREEK, M.D.	\$ 1,500.00	20ME41 EXAM FEE; 20ME46 EXAM; 20ME47 EXAM
<b>Grand Total</b>		<b>\$ 224,658.83</b>

## Marinette County Sheriff's Office June 2020

### Uncollectable Accounts under \$50 to be Written Off

Alarms	\$ -	
Civil Process	\$ 80.00	2 files
Inmate Reimbursements	\$ -	
Report Fees		
<b>Total under \$50</b>	<b>\$ 80.00</b>	

### Accounts to Write Off and Turn Over to the Finance Department for Collections

Alarms	\$ -
Civil Process	\$ 70.00
Inmate Reimbursements	\$ 14,492.37
Report Fees	\$ -
Misc. Billings	\$ -
<b>Total Sent to Finance Dept</b>	<b>\$ 14,562.37</b>

### Payments Received from Finance Systems Collection Agency

Alarms	\$ -
Civil Process	\$ -
Inmate Reimbursements	\$ 680.60
Reports Fees	\$ -
<b>Total from Collection Agency</b>	<b>\$ 680.60</b>

### Uncollectable Accounts Returned from Finance Systems Collection Agency to be Written Off

Alarms	\$ -
Civil Process	\$ -
Inmate Reimbursements	\$ 28,060.58
Report Fees	\$ -
<b>Total Finance Systems Returns</b>	<b>\$ 28,060.58</b>

### Payments Received from Marinette County Finance Department

Alarms	\$ -
Civil Process	\$ -
Inmate Reimbursements	\$ 6,141.97
Report Fees	\$ -
<b>Total from Finance Dept</b>	<b>\$ 6,141.97</b>

### Uncollectable Accounts Other Reasons to be Written Off

Alarms	\$ -
Civil Process	\$ -
Inmate Reimbursements	\$ -
Report Fees	\$ -
<b>Total Other</b>	<b>\$ -</b>

<b>Total All to Write Off</b>	<b>\$ 28,140.58</b>
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<b>Total Sent to Finance</b>	<b>\$ 14,562.37</b>
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<b>Total All Payments</b>	<b>\$ 6,822.57</b>
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# MARINETTE COUNTY POSITION REQUEST FORM

### Administration Completes and returns to the Department

Applicable dates:  
 Governing Committee Pub. Serv. 6/9/2020  
 Administrative Committee 6/18/2020  
 County Board 6/30/2020

Permission to proceed: J.F.  
 (County Administrator initials and dates)

### Department Completes and submits to Human Resources

Department: Courts/Court Commissioner/Register in Probate  
 Department Head: Court Commissioner/Reg. in Probate  
 Supervisor: Court Commissioner/Reg. in Probate/Circuit Judges  
 Position Title: Deputy Register in Probate  
 Old Position Title: LTE  
 Hours per Week/Year: 29 hours per week  
 Effective Date: 08 / 01 / 20

New Positions: <small>(check all that apply)</small>	<input checked="" type="checkbox"/> Permanent - <u>Part Time</u>
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
<input checked="" type="checkbox"/> Eliminate/Create	
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Account Number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Funding taken from: \_\_\_\_\_ (i.e. salaries with or without fringes)

Justification for request: Please attach

### Human Resources Completes and submits to Finance

Wage Scale MC  
 Pay Rate/Salary: \$ \_\_\_\_\_  
 Pay Level: E

Human Resources Initials: CH

### Finance Completes and returns to Administration

Cost of Request:  
 Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
 FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
 Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
 Other (explain): \_\_\_\_\_  
 Total Cost: \$ See attached Finance Initials LM 6/30/20

### Approval\*

Department Head: [Signature] 4/23/2020  
 County Administrator: [Signature] 6/2/2020

\* Minutes from the applicable Governing Committee, Administrative Committee, and County Board meeting must be attached.

**2020 Position Request - Eliminate Dep RIP/Leg Sec LTE / Create Deputy Register in Probate**  
**Eliminate/Create : 9/8/20 - 12/31/20**

	Hours	Per Hour	111 SALARY	Longevity	7.65% 151 *FICA	6.75% 152 WRS	154 **H&D & HRA	155 Life Insurance	0.17% 159 W/C	Total Benefits	Total Salary & Benefits
<b>Current Position:</b>											
Deputy RIP/Leg Sec LTE (not on CD scale)	340	\$ 17.15	\$ 5,831.00	\$ -	\$ 446.07	\$ -	\$ -	\$ -	\$ 9.91	\$ 455.98	\$ 6,286.98
<b>New Position:</b>											
Deputy Register in Probate-Grade E, Step 1	493	\$ 17.81	\$ 8,780.33	\$ -	\$ 671.70	\$ 592.67	\$ -	\$ -	\$ 14.93	\$ 1,279.29	\$ 10,059.62
Deputy Register in Probate-Grade E, Step 6	493	\$ 20.36	\$ 10,037.48	\$ -	\$ 767.87	\$ 677.53	\$ -	\$ -	\$ 17.06	\$ 1,462.46	\$ 11,499.94
Deputy Register in Probate-Grade E, Step 11	493	\$ 22.90	\$ 11,289.70	\$ -	\$ 863.66	\$ 762.05	\$ -	\$ -	\$ 19.19	\$ 1,644.91	\$ 12,934.61

\*FICA percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex

Fiscal Impact	Savings (Cost)
Current Positions	\$ 6,286.98
New Positions - Step 1	\$ (10,059.62)
	\$ (3,772.64)

Fiscal Impact	Savings (Cost)
Current Positions	\$ 6,286.98
New Positions - Step 6	\$ (11,499.94)
	\$ (5,212.96)

Fiscal Impact	Savings (Cost)
Current Positions	\$ 6,286.98
New Positions - Step 11	\$ (12,934.61)
	\$ (6,647.63)

**2020 Position Request - Eliminate Dep RIP/Leg Sec LTE / Create Deputy Register in Probate**

	Hours	Per Hour	111 SALARY	Longevity	7.65% 151 *FICA	6.75% 152 WRS	154 **H&D & HRA	155 Life Insurance	0.17% 159 W/C	Total Benefits	Total Salary & Benefits
<b>Current Position Annual Cost 2021:</b>											
Deputy RIP/Leg Sec LTE (not on CD scale)	1040	\$ 17.15	\$ 17,836.00	\$ -	\$ 1,364.45	\$ -	\$ -	\$ -	\$ 30.32	\$ 1,394.78	\$ 19,230.78
<b>New Position Annual Cost 2021:</b>											
Deputy Register in Probate-Grade E, Step 1	1508	\$ 17.81	\$ 26,857.48	\$ -	\$ 2,054.60	\$ 1,812.88	\$ -	\$ -	\$ 45.66	\$ 3,913.13	\$ 30,770.61
Deputy Register in Probate-Grade E, Step 6	1508	\$ 20.36	\$ 30,702.88	\$ -	\$ 2,348.77	\$ 2,072.44	\$ -	\$ -	\$ 52.19	\$ 4,473.41	\$ 35,176.29
Deputy Register in Probate-Grade E, Step 11	1508	\$ 22.90	\$ 34,533.20	\$ -	\$ 2,641.79	\$ 2,330.99	\$ -	\$ -	\$ 58.71	\$ 5,031.49	\$ 39,564.69

\*FICA percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex

Fiscal Impact	Savings (Cost)
Current Positions	\$ 19,230.78
New Positions - Step 1	\$ (30,770.61)
	\$ (11,539.84)
Fiscal Impact	Savings (Cost)
Current Positions	\$ 19,230.78
New Positions - Step 6	\$ (35,176.29)
	\$ (15,945.51)
Fiscal Impact	Savings (Cost)
Current Positions	\$ 19,230.78
New Positions - Step 11	\$ (39,564.69)
	\$ (20,333.91)



## **Job Title: Deputy Register in Probate**

**Department:** Courts

**Position Reports to:** Court Commissioner/Register in Probate

**Pay Grade Level:** Carlson-Dettmann E

**FLSA Status:** Non Exempt

**Position Status:** Part Time

### **JOB ANALYSIS**

This position assists the Court Commissioner/Register in Probate's office and the public in handling estates, guardianships, trusts and involuntary commitments. Responsibilities include the creation and maintenance of court records to Wisconsin State Statutes.

### **ESSENTIAL JOB FUNCTIONS**

- A. Perform duties under the direction of the Court Commissioner/Register in Probate and will also receive direction from the Deputy Register in Probate/Legal Secretary.
- B. Maintain court records for actions involving applicable Wisconsin State Statutes and Supreme Court rulings.
- C. File complex legal documents upon meeting statutory requirements; store records and provide an index of records.
- D. Draft and prepare courts orders, correspondence and legal documents, reports, orders and notices.
- E. Schedule court hearings, conferences and legal appointments with attorneys and outside agencies.
- F. Recommend legal action and draft corresponding orders/petitions.
- G. Appoint and coordinate Guardian ad Litem/attorneys for scheduled hearing dates.
- H. Interview, assist and advise the general public regarding estate proceedings.
- I. Research and retrieve information and records regarding family matters, i.e. adoption records requests and determine if Court order is necessary for release.
- J. Decipher and approve/disapprove financial annual and final financial reports of guardians and trustees; make detailed arithmetic calculations for processing of information.
- K. Identify potential fraud and/or abuse and refer if necessary.
- L. Assist with counter and telephone inquiries and complaints.
- M. Review and analyze applicable information to make case management decisions.
- N. Perform varied and increasingly responsible clerical work calling for independent judgement, initiative, and specialized knowledge in carrying out established procedures or applying laws or regulations.
- O. Keep abreast of legislative changes and all other opinions and rules.
- P. Coordinate the storage of exhibits.
- Q. Review administration of estate cases to ensure proceedings are handled according to statutory requirements and approve all filings until proceeding is concluded.
- R. Coordinate annual protective placement reviews.
- S. Respond to general public inquiries.
- T. Update model court forms manual and legal updates for legal books and notify appropriate personnel of changes.
- U. Manage, update and maintain court calendars.
- V. Notify security officer, media and outside judges regarding changes with court proceedings.
- W. Appear on behalf of department and testify at hearings and trials if necessary.
- X. Serve as Clerk of Circuit Court and Court Commissioner when necessary; assist judges in courtroom; determine if/when Court Security should be present; administer oaths to witnesses, bailiffs, juries and interpreters; prepare minutes, including the use of the FTR Digital Court Recording equipment; mark exhibits; receive, identify and maintain custody of court exhibits.
- Y. Notarize documents as court official and certify copies of papers, records and judicial proceedings.
- Z. Perform related functions as assigned.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state and federal laws, rules and regulations.
- C. Operate modern office equipment.

- D. Properly operate tools and machinery.
- E. Properly operate power tools and machinery in a construction and/or logging environment.
- F. Read, understand and direct work according to blueprints.
- G. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- H. Communicate orally and in writing effectively.
- I. Write documents and/or articles using original or innovative techniques or styles.
- J. Present information to management, small groups and individuals.
- K. Respond to inquiries, complaints or questions from a group or individual setting.
- L. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- M. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- N. Possess excellent public relation skills.
- O. Apply excellent trouble shooting skills.
- P. Interpret complex documents.
- Q. Respond effectively to the most sensitive inquires or complaints.
- R. Define problems, collect data, establish facts and draw valid conclusions.
- S. Add, subtract, divide and multiply.
- T. Process information derived from numbers.
- U. Memorize and retain information over long and short periods of time.
- V. Apply attention to detail.
- W. Apply procedures and interpret instructions accurately.
- X. Perform effectively under tight time frames and demanding schedules.
- Y. Prioritize multiple tasks and meet scheduled deadlines.
- Z. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- AA. Work as team player in the absence of or with minimal supervision.
- BB. Manage unexpected changes within job duties.
- CC. Work independently and exercise sound professional judgment.

## **QUALIFICATIONS**

- A. Requires a High School Diploma and special course work beyond High School or college credits in the paralegal or related field.
- B. Requires three years experience in the legal secretary, paralegal or related field.
- C. Prefer working knowledge of Probate Law.
- D. Requires no felony convictions.
- E. Must possess an insurance acceptable driver's license.
- F. Requires 50% tested proficiency in Microsoft Word 2010.
- G. Requires 4001 KPH tested proficiency in Data Entry Alphanumeric.
- H. Requires 50 WOM tested proficiency in Typing.
- I. Requires final approval from Circuit Court Judges per Wisconsin State Statute 851.71.

## **ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work with long periods of solitary work.
- C. Deal with challenges and criticism on a regular basis.
- D. Interact with abusive and/or difficult individuals occasionally.
- E. Work in fast-paced high-pressure situations.

## **PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Bend, squat, stretch, and twist frequently.
- D. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

## **ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Print monthly activity reports.
- D. Assist outside judges and court reporters.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

Prepared: 04/2020  
Approved: 06/02/2020

06/02/2020 Position pending Committee and County Board approval.

## BASIS FOR POSITION REQUESTS

As you know, the Court Commissioner/Register in Probate Office current staff consists of one full-time Court Commissioner/Register in Probate, one full-time Deputy Register in Probate/Legal Secretary and one LTE employee working between 16-30 hour per week. I have been informed by our LTE that she anticipates terminating her employment with Marinette County in July/August of 2020. Therefore, in order to meet the needs of the department, the staffing in our office needs to be addressed. This is particularly true, given the following: 1.) the increase in our caseload, 2.) the necessity to reconcile Annual Accounts in guardianship files and to provide specialized training and resources to appointed guardians, 3.) the suggestion that our staff take over the in court clerking of Probate and Guardianship court hearings, and 4.) the need for full coverage in our office. The following addresses each of these concerns individually.

1. Increase in Caseload. From 2013 – 2018, the Guardianship caseload saw an 85% increase and Probate cases increased by 12%. The number of open and active Guardianship cases is currently at 383 cases. The total number of Annual Reports required to be filed each year is currently 615 reports. The total number of open and active Probate cases is currently at 147. Only 18 of these probate cases are formal cases overseen by the Circuit Court Judge and supervised by the Probate office. The remaining 129 files are solely managed by the Probate office or more specifically the Deputy Register in Probate. Per Marinette County Local Rule 1801, probate cases must be closed within 12 months. Currently 68 of these cases are over the 12 month mark. In addition, there are 24 cases that must be examined prior to being able to be closed and 32 files with expired inventory due dates.

In support of my request for another full-time employee, I have attached Exhibit A and Exhibit B which compare Marinette County with other counties in District 8. In reviewing this information it is noteworthy that no other counties in District 8 handle the Circuit Court Commissioner duties in addition to the Probate matters except Door County. (Door County – part-time Court Commissioner; Marinette County – full-time Court Commissioner). Even so, every other county has more staff in their offices than Marinette County. It is further worth noting that Marinette County has substantially higher or similar case filings than each of these counties. Despite this, Marinette County has the lowest number of staff to manage one of the heaviest caseloads and highest annual reporting requirements.

As a final note, even with the move to eFiling and to a paperless environment, there is still much physical paper that must be handled by the Deputy Register in Probate and LTE employee. In fact, eFiling has created additional responsibilities and obstacles for the Probate office. For example, currently, our office has over two feet of paper documents that must be examined prior to final disposal. This is not a menial task. Rather, it is an essential duty as it can affect the Circuit Court's ability to function if this is not completed timely and accurately. Our court system relies on electronic files and it is our responsibility to be certain these files are complete and accurate.

2. **Annual Accounts/Guardian Training.** Guardians are under a duty to comply with the requirements set forth in Chapters 54 and 55 of the Wisconsin Statutes. In order for them to successfully fulfill their duties and requirements, guardians require specialized advisement and resources. The Deputy Register in Probate and LTE employee in our office train guardians regarding these responsibilities by regularly meeting with them concerning their duties such as how to properly prepare their reports, accountings, budgets and requests to the Court. This is very involved and usually requires a minimum of one hour of time set aside for each meeting with a guardian. Many guardians have been into our office for more than one meeting. Due to the increased caseload and demand for services, there is a delay in processing these cases. This has become an issue of concern for both the guardians and the wards. The possible negative impact of this challenge is that guardians become overwhelmed and resign, wards may become subject to exploitation and/or a loss of benefits. In general, an annual accounting is required in each guardianship case, each year, to document the income/assets that the ward received each year and the expenses paid from the wards assets. Our office requires supporting information documenting the annual accounting (usually bank statements, proof of investments, funeral trusts, etc). Our office reviews each and every one of the annual accounts to reconcile them and ensure that they balance each and every year. This is very time consuming. Additionally, many of the guardians do not provide sufficient proof to support the annual accounts. This requires our staff to contact the guardians and continually follow up to ensure that they provide the needed documentation. This also is very time consuming. Even with the assistance of the LTE employee, there are still 12-15 Annual Accounts from 2018 that require reconciliation due to their complicated nature or non-compliance and non-cooperation by the guardian. Technically, these should have been completed by the end of 2019. Another full-time employee would greatly assist in reducing any backlog.
3. **In Court Clerking of Guardianship/Probate Hearings.** Currently a clerk from the Clerk of Courts office clerks these hearings. However, it has been suggested that this should be done by our office staff. This does make some sense given the knowledge and involvement that our staff has with these files. However, this could only be accomplished if our office is given another full-time employee position. As a full-time Circuit Court Commissioner and Register in Probate, 80% of my time is spent in Court. In general, my remaining time is spent preparing for Court, reviewing/signing Court Orders and documents, preparing written decisions and assisting with reconciling Annual Accounts. Given that I am generally on the bench, the only remaining full-time probate employee in the department is the Deputy Register in Probate who is also the full-time legal secretary for the Court Commissioner. If she would also be in Court clerking hearings, no one would be left in the office to assist the public and attorneys, answer phone calls, schedule hearings, etc. Additionally, without an additional employee in the office, there is no coverage for vacation or sick time.
4. **Full Coverage in Office.** Although the LTE employee has been a great asset, the main purpose for her hiring was the need for assistance in reconciling the Annual Accounts in the Guardianship files. In reality, a more permanent solution is needed, which is why the request is being made for the 2

full-time positions of Chief Deputy Register in Probate/Court Commissioner Assistant and Deputy Register in Probate/Legal Assistant. In order for our office to run smoothly and provide required services to the public, both employees need to be fully trained in all aspects of the duties of our office, including guardianship and probate procedure, policy, eFiling, clerking in court and scheduling. This would allow for full coverage of our office, even when only one staff member is available.

## PROPOSED POSITIONS

The rationale for the following request is based upon the upcoming loss of our LTE employee, our increased case load, our office's required responsibilities to audit annual accounts of guardians and to provide specialized training to guardians to ensure they fulfill their duties, the anticipated new role of our staff clerking in Court for Guardianship and Probate cases and the need for full staff coverage in our office. As a part of the Register in Probate Office's responsibility to support the general public, attorneys, court system, and other government agencies, the following is proposed:

1. Upgrade the current Deputy Register in Probate/Legal Secretary to Chief Deputy Register in Probate/Circuit Court Commissioner Assistant.

In addition to the Statutory duties and the inclusion of the Deputy Register in Probate/Legal Secretary job description, the position's responsibility will include, but is not limited to the following:

- Acts as department head in all dealings with the County Administrator, Department Heads, County Board and all of the committees in the absence of the Register in Probate/Circuit Court Commissioner.
- Supervises, plans schedules and directs the work of subordinates; instructs and trains employees in proper methods and procedures; inspects work in progress and upon completion; monitors and evaluates performance of staff; develops and is responsible for compliance with policies and procedures; ensures the smooth day-to-day operations of the Register in Probate/Circuit Court Commissioner office.
- Assumes the duties of the Register in Probate in his/her absence (including processing payroll).
- Schedules Deputy Register's assignments to court.
- Oversees and implements the correct filing procedures for complex legal documents according to state statutes.
- Keeps abreast of legislative changes and all other opinions and rules; develops and implements new procedures to keep consistent with these changes and pertinent rule changes and regulations. Informs and directs staff regarding changes in Wisconsin Statutes and rules and regulations.
- Acts as liaison with the District Court Administrator, State Court Administrator, Judges, Attorneys and other related agencies.
- Oversees entire electronic records management system; monitors entire system, instructs employees in proper filing system procedures; determines when records move into storage and when records may be destroyed, in compliance with the appropriate Supreme Court Rules.

- Point of contact to deal with difficult, unusual issues, and non-routine matters.
  - Administers and manages the annual budget.
  - Reviews and ensures statutory requirements of the Register in Probate are being met; creates and modifies policies and procedures as required on a timely basis; and communicates all changes to staff as necessary.
  - Oversees the Munis financial system including, but not limited to, the payment of invoices, monitoring of annual budget, purchasing office supplies/equipment, and applying for tax exemption.
  - Makes binding decisions pertaining to the acceptance of filed legal documents.
  - Manages the Department's webpage for Marinette County's website.
  - Attend all seminars, conferences, and meetings with the Wisconsin Register in Probate Association, District 8: Register in Probate, etc.
2. Create a new position of Deputy Register in Probate/Legal Secretary.

The position's responsibility will include:

- The Deputy Register in Probate/Legal Secretary will perform duties under the direction of the Chief Deputy Register in Probate/Circuit Court Commissioner Assistant including, but not limited to the current Deputy Register in Probate/Legal Secretary job description attached to this proposal.

## BUDGET CONSIDERATIONS

1. Chief Deputy Register in Probate/Circuit Court Commissioner Assistant.

Given the additional duties that this position will entail, along with a supervisory component, I would request that this position be classified in Grade H of the current Carlson Dettmann Compensation and Classification Plan. This is one step above the classification of the current full-time position in our office for Deputy Register in Probate/Legal Secretary. It would be suggested that although the position would be one step higher, the employee would receive a comparable wage to what is currently be earned at an hourly rate. Therefore, this change would not have a significant impact on the current budget.

2. Deputy Register in Probate/Legal Secretary.

This position would continue at the current classification at Grade G. Currently, we are budgeted for \$17,836 per year for wages for the LTE employee. As the LTE position would be terminated, these funds would presumably be available to offset some of the additional expense to the County in adding a full-time position to the Probate office.