

**Waupaca County  
Legislative, Judicial, Ethics, Safety & Security Committee  
August 5, 2015 – Room 3021**

Chair Kussmann called the meeting to order at 10:30 a.m. and gave the open meeting statement.

**Roll call:** Suprs. Kussmann, Mary Kay Poehlman, Dona Gabert, Terry Murphy, Fred Zaug. A quorum was established. Others present: Corporation Counsel Diane Meulemans, Clerk Mary Robbins, Judge Philip Kirk, District Attorney John Snider, Land Conservationist Brian Haase, Planning & Zoning Director Ryan Brown, Clerk of Courts Terrie Tews.

**Agenda: Motion:** Supr. Zaug and Supr. Poehlman seconded the motion to approve the agenda as revised and move resolutions before budget reports on the agenda order. The motion was carried without a negative vote.

**Minutes: Motion:** Supr. Poehlman moved and Supr. Gabert seconded the motion to approve the minutes of July 15, 2015 meeting. Motion carried without a negative vote.

**Public Comment** – No comments.

**Res. No. 18 (2015-2016)** Amend Ch. 45 of the County Code of Ordinances, PLUM in the Town of Farmington. **Motion:** Supr. Poehlman moved and Supr. Gabert seconded the motion to forward to the full county board. The motion carried without a negative vote.

**Res. No. 19 (2015-2016)** Land & Water Conservationist Brian Haase explained that the committee would like to propose a fee schedule for any grant work that would be done by their department. **Motion:** Supr. Gabert moved and Supr. Zaug seconded the motion to forward to the Land & Water Conservation Committee and the full county board. The motion carried without a negative vote.

**Budget Reports:**

**District Attorney** – John Snider. He is still working on his budget numbers and has been speaking with the Corporation Counsel about the possibility in the future of giving the CHIPS and TPR work to the Corporation Counsel Office.

**Corporation Counsel** – Diane Meulemans. Diane explained that the part-time vacancy position in Child Support will not be filled at this time, the current staff has assumed the workload. The FTE position will be filled. Diane is requesting in her budget for a Legal Assistant and she is working with HR to determine the caseload assignment due to reimbursement for Child Support and how that needs to be assign to Corporation Counsel. Diane has spoke with John Snider in regards to the Child Abuse/Neglect and TPR cases could be assigned to the Corporation Counsel, there is a set procedure, the first they could request this would be January of 2017 and then it wouldn't be assigned until September of that same year. Corporation Counsel/Child Support budget increased overall by 1.38%. **Motion:** Supr. Poehlman moved and Supr. Gabert seconded the motion to forward to Finance and HR Committee for review. Motion carried without a negative vote.

**Judicial** – Branch 1 Judge Philip Kirk. Judge Kirk presented the judicial budget; they have an increase of 1.55%. They are requesting a new copy/fax/scanner machine for the office in the capital outlay. **Motion:** Supr. Poehlman moved and Supr. Zaug seconded the motion to forward this budget to the Finance and HR Committee for review. The motion carried without a negative vote.

**Clerk of Circuit Courts** – Terrie Tews-Liebe. Clerk of Circuit Courts budget has an overall decrease of 19.66%. Terrie explained that with the new e-filing and that the County Clerk's office is contemplating taking over the issuance of passports, they will be able to remove the filing clerk from the position schedule. She is planning on removing this position approximately by June 1, 2015. **Motion:** Supr. Zaug moved and Supr. Poehlman seconded the motion to forward this budget to the Finance and HR Committee for review. The motion carried without a negative vote.

**Next Month's Agenda.** Place Cellphone Ordinance on the agenda. September 2 at 10 a.m. will be the next scheduled committee meeting.

**Adjourn. Motion:** Supr. Gabert moved and Supr. Poehlman seconded the motion to adjourn the meeting at 11:25 a.m. Chr. Kussmann declared the meeting adjourned.

Mary A. Robbins, County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.