

**PEPIN COUNTY LAW ENFORCEMENT COMMITTEE MEETING MINUTES  
MARCH 10, 2010 3:30 P.M.**

Meeting called to order by Chairman Patrick Milliren

Present: Patrick Milliren, Mike Murray, George Dupre and Jon Tappe

Others present: Darlene Brunner, John Andrews, Kim Seipel, John Egli, and Audrey Lieffring

**Approval of Meeting Minutes**

Motion by Murray and seconded by Tappe to approve the minutes of the February 10, 2010 meeting. Motion carried.

**Public Comments on Agenda Items**

There were no public comments on agenda items.

**Clerk of Circuit Court – Voucher approval and office operations**

Motion by Murray and seconded by Dupre to approve vouchers presented. Motion carried.

The committee discussed establishing fees for payment plans set up in the Clerk of Courts Office for fines and forfeitures. Clerk of Courts Audrey Lieffring completed a survey of counties. Forty six counties responded, of which fourteen do charge a fee (most charge \$15.00). Some counties use a sliding scale, and some base the fee on the individual's ability to pay. The committee agreed they would discuss this further next month. If a fee were to be imposed, they agreed that it should be one set fee, and that the Judge would have the ability to waive the fee.

**Sheriff's Department**

Voucher approval - Motion by Tappe and seconded by Murray to approve vouchers presented. Motion carried.

The Jail Report/Huber/Trust/Canteen Checking Accounts were reviewed. The jail had an average daily population of 25 prisoners in February 2010. Motion by Dupre and seconded by Murray to accept the reports as presented. Motion carried.

**Office Operations**

The committee approved the purchase of six new lobby chairs at a cost of \$109.00 each, to be paid from the Jail Improvement Fund.

Sheriff Andrews inquired about the possibility of creating a recreational facility in the basement area below the Sheriff's Offices for staff use. It would require the removal of two inside walls, which would be done by staff. The committee moved to forward the request to the Property Committee to view the area to determine feasibility of a recreational facility.

Sheriff Andrews discussed the Nixle Program which notifies people of storms. People must sign up for this free service to get contacted. Andrews will get further information for the committee regarding how people would sign up, and how they are contacted of impending storms.

**Recommendation for Sheriff, Clerk of Courts, and Coroner's Salaries for 2011-2014**

**Term of Office**

The committee was informed that the Sheriff, Clerk of Courts, and Coroner's Offices are up for election this fall for the term starting in 2011. The salaries for the four-year period of 2011-2014 must be established prior to nomination papers being taken out June 1, 2010. Darlene Brunner provided data regarding current salaries of other elected and department head positions.

Sheriff Andrews requested that the 2011 salary for the Sheriff be established equal to the Highway Commissioner's salary. Andrews stated that both positions have equal responsibilities, have the same number of personnel, and the Sheriff's Department operates 24/7. Andrews recommended establishing the salary for the Sheriff at the 2010 salary of the Highway Commissioner, and leaving it at that salary for the 2011-2014 four-year term of office.

Darlene informed the committee that the Clerk of Courts position was previously paid the same as the Treasurer, Register of Deeds, and County Clerk. That salary has fallen behind due to lesser percentage increases over the last four years. The committee discussed recommending to the Personnel Committee that the Clerk of Courts salary for 2011 and 2012 be established the same as the Treasurer, Register of Deeds, and County Clerk for those same years. They also suggested applying that same percentage to the Sheriff's position for those same years.

The committee discussed increasing the Coroner's pay, as it has not been increased for many years. The current amount paid is \$60.00 per coroner call or per cremation permit issued. (Funeral homes pay fees for the cremation permits) The pay is \$150.00 for coroner calls exceeding one hour. The committee suggested increasing the pay for coroner calls and cremation permits to \$75.00, and for calls exceeding one hour to \$175.00. They asked to check if fees for cremation permits could be increased, or how they are established.

The committee agreed they would discuss these salaries further at the next meeting to make a recommendation to the Personnel Committee.

**District Attorney - Voucher approval and office operations**

Motion by Dupre and seconded by Murray to approve vouchers as presented. Motion carried.

**Circuit Court Judge - Voucher approval and office operations**

Motion by Dupre and seconded by Murray to approve vouchers as presented. Motion carried.

**Family Court Commissioner and Coroner - Voucher approval and office operations**

There were no vouchers for approval for the Family Court Commissioner or Coroner's Offices.

**Land Management/Emergency Government Office – Voucher approval and office operations**

Motion by Dupre and seconded by Murray to approve vouchers as presented. Motion carried.

**MOU211**

John Egli stated that 211 could be a tool in an emergency situation as a central place to get information out. There would be no cost to use 211 by signing the contract, unless there was a situation under which there was revenue from a Presidential Declaration revenue. The contract would be reviewed annually and may be terminated with a thirty-day written notice. Motion by Murray and seconded by Tappe to authorize John Egli to sign the MOU211. Motion carried.

**FEMA Letter of Final Determination – Floodplain Mapping**

John Egli informed the committee that FEMA issued the letter of final flood elevation determination for Pepin County on February 19, 2010. Pepin County now has six months to adopt the new floodplain maps. Egli informed the committee that FEMA has not given Pepin County the final maps yet. The committee agreed to move ahead for final approval after receiving the maps. A public hearing will be required, which may be held the same evening as the County Board takes action on the amended maps. The committee anticipated taking action in June or July.

John Egli stated that he has sent the tape of the 2001 flood to Gary Lepak of the DNR.

**NR 115 (Shoreland) Code Update – MRRPC/Grant**

John Egli contacted MRRPC, and they have agreed to update Pepin County's Shoreland Ordinance. Egli has applied for the \$5,000.00 grant to help pay for this work.

**Hazard Mitigation Planning Update – Survey Results**

John's office has received the surveys sent out by MRRPC. Of forty-four surveys sent out, thirty-two responses were received. Egli has forwarded the responses to MRRPC, and the committee will receive a summary of the results.

**Public Official's Table Top Exercise Discussion**

Several committee members may remain for the Public Officials tabletop disaster exercise from 6-8 p.m.

**Office Operations**

Egli reported that the Town of Waterville submitted their Emergency Response Plan to the Highway Commissioner for his opinion, which he shared with the Highway Committee.

The Sportsmen's Club has inquired about putting the bridge back over Arkansaw Creek. Egli reported that there are new requirements that must be met since the area has been designated floodway by FEMA.

John Egli discussed workload priorities with the committee. He is facilitating an emergency exercise this evening with town officials. He is required by LEPC to conduct one more exercise this year, and asked the committee to prioritize requests he has received: Government Center Continuity of Operations; City Police exercise; or Agriculture agencies exercise related to animals. The committee agreed that the Government Center exercise should be completed this year, and the City Police exercise completed in 2011.

John Egli also informed the committee of an upcoming workshop being held March 24<sup>th</sup> on long-term power outages. He will send the information to committee members.

**Public Comments on Issues Other Than Agenda Items**

There were no public comments on issues other than agenda items.

**Adjourn**

The next meeting is scheduled for April 14, 2010. Motion by Murray and seconded by Dupre to adjourn. Motion carried. Meeting adjourned at 5:15 p.m.

Submitted by,  
Darlene Brunner  
County Board Assistant