

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**  
**JUDICIARY & PUBLIC SAFETY COMMITTEE**

DATE: AUGUST 14, 2017

TIME: 9:00 A.M.

PLACE: WINNEBAGO COUNTY COURTHOUSE  
RICHARD MEYER COMMUNITY RESOURCE ROOM  
4311 JACKSON STREET, OSHKOSH

PRESENT: BILL WINGREN  
PAUL EISEN  
LARRY SMITH  
TOM ELLIS  
BILL ROH

ALSO PRESENT: JOHN MATZ – SHERIFF  
TODD CHRISTOPHERSON – SHERIFF  
BARB SPANBAUER – SHERIFF  
MELISSA PINGEL – CLERK OF COURTS  
SUE ERTMER – COUNTY CLERK  
KAREN SEIFERT – BRANCH 4

**1. Call to Order**

Chairman Bill Wingren called the meeting to order at 9:00 a.m. and it was verified that the meeting was properly noticed.

**2. Consideration of Minutes of June 12, June 20 and July 18, 2017 meetings**

A motion to approve the minutes from June 12<sup>th</sup> was made by Bill Roh, seconded by Tom Ellis. Carried 4-0.

A motion to approve the minutes from June 20<sup>th</sup> was made by Tom Ellis, seconded by Bill Roh. Carried 4-0.

A motion to approve the minutes from July 18<sup>th</sup> was made by Larry Smith, seconded by Bill Roh. Carried 4-0.

**Corrections for July 18<sup>th</sup> Minutes:** The names of those who made the motion and seconded need to be added by Larry Smith, as well as a final vote count.

Paul Eisen arrived to the meeting at 9:02am.

**3. Public comments on agenda items**

None

#### **4. Communications shared by Committee Members**

Paul Eisen brought forward a public notice announcement in regards to a pipe being replaced at the Sheriff's Office.

#### **5. Consider (Vote) on a budget transfer of \$5299.00 for purchase of hardware and office furniture for the County Clerk's Office – County Clerk – Sue Ertmer**

Sue Ertmer discussed that the budget transfer is for covering the cost of a table and chairs for the new conference room at the new location of the County Clerk's Office. They will be getting new office chairs for the employees and putting the old office chairs into the conference room.

A motion to approve the budget transfer of \$5299.00 for the purchase of hardware and office furniture for the County Clerk's Office was made by Larry Smith, seconded by Tom Ellis. Motion carried 5-0.

#### **6. Presentation of 2018 Budget – County Clerk – Sue Ertmer**

Sue Ertmer reviewed her budget and answered any questions the committee had in regards to her upcoming year's budget.

#### **7. Presentation of 2018 Budget – Clerk of Courts – Melissa Pingel**

Melissa Pingel reviewed her budget and answered any questions the committee had in regards to her upcoming year's budget.

#### **8. Discussion: YTD Budget – Clerk of Courts – Melissa Pingel**

Melissa Pingel discussed her year to date budget and stated most of her accounts are right on track but the Interpreter account is a little higher than budgeted for due to the increased need for Interpreters.

#### **9. Discussion: File Storage and Relocation – Clerk of Courts – Melissa Pingel**

Melissa Pingel addressed the need for new file storage units at their new office location at the Otter Street building. These items were not taken into consideration when the office space was being designed and her current file storage units can not be moved to the new building as they are cemented into the ground. She wanted to make the committee aware of this as she will be needing to come to them with a budget request once the file system company comes in and let's them know how much it will be to order new ones.

#### **10. Discussion of 2018 Budget – Sheriff's Department – Sheriff John Matz**

Sheriff Matz reviewed his budget and answered any questions the committee had in regards to his upcoming year's budget.

#### **11. Sheriff's Report including, but not limited to:**

- **Special Events Recap for 2017**
- **Jail Population**

Sheriff Matz briefly reviewed the After Action Reviews the committee members received in regards to Country USA, Rock USA and EAA.

Sheriff Matz discussed the jail population and the types of crimes that are leading to those higher numbers in the jail population.

Sheriff Matz stated the July financials will be available on August 15<sup>th</sup>, 2017.

**12. Suggested items of next agenda**

**13. Next Meeting Date: Monday, September 11, 2017**

**14. Adjourn**

A motion to adjourn was made at 9:57 a.m. by Bill Roh, seconded Larry Smith. Motion carried 5-0.

Respectfully Submitted:

Kimberly Delcore  
Winnebago County Sheriff's Office