

Richland County Public Safety Standing Committee

Date Posted: August 29, 2025

NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, September 5, 2025, at 8:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/public-safety-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or mis@co.richland.wi.us (email)

AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From August 1, 2025 Meeting
6. Public Comment
7. Reports
 - A. Sheriff – Departmental Activities
 - B. Coroner – Departmental Activities
 - C. Courthouse Security Report
 - D. Circuit Court Judge – Departmental Activities
 - E. Clerk Of Court – Departmental Activities
 - F. Register In Probate – Departmental Activities
 - G. District Attorney – Departmental Activities
 - H. Emergency Management – Departmental Activities
 - I. PSAP & NG-911 Grants
 - J. Radio Tower Project
8. Approval Of Monthly Invoices
9. Discussion & Possible Action: Amendment To Sheriff's Addendum To Handbook Of Personnel Policy
10. Discussion & Possible Action: Subscriber Support – Tower Project
11. Discussion & Possible Action: Authorize Vehicle Revenue To Be Placed In Fund 170
12. Correspondence
13. Future Agenda Items
14. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Safety Standing Committee.

Richland County
Public Safety Standing Committee

Derek S. Kalish
County Clerk

Richland County Public Safety Standing Committee

August 1, 2025

The Richland County Public Safety Standing Committee convened on Friday, August 1, 2025, in person and virtually at 8:51 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Frank called the meeting to order at 8:51 AM.

Roll Call: Deputy Clerk Hege conducted roll call. Committee member(s) present: Gary Manning, David Turk, Melvin “Bob” Frank, and Julie Fleming. County Board Vice Chair, Steve Williamson also joined the meeting to ensure quorum could be attained. Committee member(s) absent: Chad Cosgrove and Kerry Severson.

Verification of Open Meetings Law Compliance: Deputy Clerk Hege confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Manning, second by Fleming to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From June 6, 2025 Meeting: Motion by Fleming, second by Manning to approve the June 6, 2025 minutes. Motion carried and the May 2, 2025, minutes declared approved.

Public Comment: None.

Reports:

- A. **Sheriff – Departmental Activities:** Sheriff Porter briefly presented the Sheriff’s Monthly Report for July 2025, an updated staffing memo, and the squad mileage report. Brief discussion ensued on the most recent resignations and the recent vandalization of one of the squad cars. Sheriff Porter reported that the Sheriff’s Department was working on their budget and there was potentially going to be a .9% increase.
- B. **Coroner - Departmental Activities:** Chair Frank pointed out the Coroner’s Report in the meeting packet.
- C. **Circuit Court Judge - Departmental Activities:** The Honorable Lisa McDougal, Richland County Circuit Judge, reported that Richland County was selected to host the recent reinstituted “Justice On Wheels” program of the Wisconsin Supreme Court. The event date was set for October 27th, 2025 and since Wisconsin Supreme Court Justice Ann Walsh Bradley was a Richland Center native and there were plans to honor Justice Bradley during the program. Judge McDougal briefly reported on the recent activities of the Courthouse and Facilities Security Committee, the Criminal Justice Coordinating Committee, upcoming emergency management training for courthouse staff, and the future changes to the Treatment Court program. Brief discussion ensued.
- D. **Clerk Of Court - Departmental Activities:** Richland County Clerk of Court, Stacy Kleist joined via Webex and briefly presented her 2026 Budget Summary report.

Richland County Public Safety Standing Committee

- E. Register In Probate - Departmental Activities:** Register in Probate, Ms. Jenifer Laue reported that she is working on the budget for her office and is requesting that the hours for herself and her deputy be increased from 35 hours per week to 37.5 hours per week.
- F. District Attorney - Departmental Activities:** No one present, but Chair Frank pointed out the budget report for the District Attorney's Office that was included in the meeting packet.
- G. Emergency Management - Departmental Activities:** Richland County Emergency Management Coordinator, John Heinen, briefly reported on the FEMA grant process and various emergency plan updates around the county, including the Ithaca School District, and reported that there were plans for future courthouse security trainings. Brief discussion ensued.
- H. PSAP & NG-911 Grants:** Sheriff kPorter stated there was nothing new to report.
- I. Radio Tower Project:** Sheriff Porter reported that equipment was being moved into the radio tower sites. Brief discussion on the subscriber radio process ensued.
- J. Courthouse Security Report:** Judge McDougal stated there was nothing new to report on.

Approval of Monthly Invoices: Sheriff Porter presented the July 2025 bills. Motion by Manning, second by Fleming to approve the monthly invoices as presented. Sheriff Porter stated that Motion carried and the monthly invoices were approved as presented.

Correspondence: None.

Future Agenda Items: None.

Discussion & Possible Action: Subscriber Radio Equipment Exchange Process – Chair Frank

Adjourn: Committee Chair Frank entertained a motion to adjourn. Motion by Manning, second by Fleming to adjourn. Motion carried and meeting adjourned at 9:20 AM.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk

SHERIFF'S MONTHLY REPORT

RICHLAND COUNTY

MONTH OF AUGUST 2025

(PRESENTED AT THE SEPT 5, 2025 PUBLIC SAFETY MEETING)



	2025		
	JUNE	JULY	AUG
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$76,925.76	\$42,101.44	\$78,763.02
NUMBER OF JAIL BOOKINGS	37	37	66
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	28.63	28.63	27.81
TOTAL NUMBER OF INMATES HOUSED OUT OF COUNTY	0	0	0
MONTHLY COST OF HOUSING INMATES OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MEDICAL COST OF INMATES HOUSED OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MONTHLY COMPLAINTS	350	350	392
TRAFFIC CITATIONS ISSUED	44	44	47
TRAFFIC WARNINGS ISSUED	0	0	2
CIVIL PROCESS PAPERS SERVED	19	19	22
TRANSPORTS FOR THE MONTH	8	8	11
AVERAGE NUMBER ON ELECTRONIC MONITORING	4.00	4.00	3.00

Monthly Activity

682 calls for service
 124 calls for EMS
 125 calls for RCPD
 18 calls for RCFD

Sq year	Plate	Vin#	January	February	March	April	May	June	July
2018	ADY7972	JGB69005	67,400	68,015	69,025	69,980	70,312	71,418	71,918
2018	AED1287	JGB69004	82,050	82,730	83,322	84,398	84,892	85,606	85,606
2018	7755	JGB93287	66,469	68,071	68,882	70,071	71,066	72,279	73,396
2018	AST2493	JGA84720	92,215	93,752	95,224	96,658	98,110	99,720	100,363
2019	AJM5933	KR808426	58,144	58,970	59,986	60,505	61,768	63,181	63,832
2019	6898	KKC42277	95,183	97,144	98,596	100,466	101,558	103,389	104,614
2019	6958	KKC42276	85,576	86,855	88,165	88,225	89,405	89,901	90,481
2020	5872	LC369759	52,989	54,816	56,773	57,913	59,035	60,406	61,507
2020	8980	LC369757	97,957	100,523	101,896	103,767	105,909	108,324	109,817
2020	9047	LC369758	91,740	93,872	95,264	97,062	98,268	99,575	99,575
2020	F2574	LC369760	110,604	110,604	111,224	114,000	115,509	118,024	120,004
2021	TM8804	MN708092	40,205	41,218	42,255	42,849	43,906	45,609	46,207
2021	5873	MGB61433	63,441	66,429	68,217	70,191	71,110	73,548	75,107
2021	9794	MGB61434	62,705	64,210	64,905	66,201	67,461	68,217	68,861
2022	E5876	NGB48221	50,534	51,377	53,020	54,239	55,428	57,081	58,515
2022	E5619	1FM5K8A B2NGB50 491	58,075	60,740	63,166	65,238	67,451	69,754	71,299
2023	E5875	PC591449	25,886	28,499	30,559	32,596	34,470	36,793	38,525
2023	E7754	PC591539	22,601	23,553	24,495	25,607	27,620	30,161	31,997
2024	AXF7591	RC139717	5,784	5,890	6,758	7,465	7,986	8,610	8,960
2024	F2890	RC139716	4,810	6,828	8,954	10,851	12,189	14,792	16,389
2025	F4081	SC521737							
2025	F4072	SC521736							

Sell Vehicles from Fleet									
2018	5871	JGC17213	156,424	156,424	156,500	156,500	156,500	158,093	159,202
2018	7754	JGC17212	176,684	176,695	176,700	176,700	176,700	176,700	176,700
2019	5874	KH600559	121,787	121,805	122,353	122,553	123,672	123,700	123,725

August	September
72,743	73,408
85,606	85,829
74,839	76,802
101,342	102,241
64,293	65,694
105,999	107,633
92,189	93,964
62,693	63,319
112,388	113,467
101,608	103,350
121,914	123,796
46,482	47,902
76,825	78,946
69,050	70,986
60,244	62,561
73,234	74,591
41,560	43,917
33,951	36,160
9,447	10,037
19,453	22,358
	224
	111

159,254	159,254
176,725	176,725
124,541	125,946

Coroner's Report

July 22-August 27 (time of last report to the time now reporting)

- Our office had twelve calls during the time period listed
- Ages of decedents ranged from 55-91 years
- Five of the twelve cases involved individuals on Hospice Care
- Eleven of the twelve cases were cremations
- One case involved completing a disinterment permit. The county receives \$200 for issuance of the permit. Coroner completing it receives no compensation at this time.
- Cause of death included: 2 cancer-related, 6 heart-related, 1 fall including failure to thrive/advanced age, 1 Alzheimer's, and 1 suicide
- There were no new autopsy cases during this time period
- Several completed autopsies have been received. One death was ruled an accident due to aspiration, another was ruled blunt force trauma to the head and neck following a fall down the stairs, a third was a UTV accident, resulting in blunt force trauma to the torso
- At this time last year, we were at 83 cases. We are at 99 cases for 2025
- We have one pending case from June. It is a complicated case as the decedent had a pending lawsuit at the time of his death. He was struck by a vehicle in a crosswalk a couple of months before he passed. A determination needs to be made regarding whether that accident played any part in his unexpected death.

At present time, I have 3 Deputy Coroners working under me. We have another person interested in joining, and it looks hopeful that we may be adding them to our staff in the near future.

As always, please reach out if you have any questions or concerns regarding the Coroner's Office.
Respectfully, Jim Rossing – Richland County Coroner

Tower Project Update
August 2025

Civil work continues at the Yuba site. The footing for the retaining wall has been put in place and they will start to build the retaining wall by August 29th. All the civil work has been completed at the other sites.

General Communications is continuing to work on securing the last two frequencies. They are working with Marquette County and Monroe County to get the permissions. Once these last two frequencies are secured, the FCC license will be requested. The license will be approved 7 – 10 days after submitting.

The Combiners were shipped on August 27, 2025 and should arrive mid-September. The rest of the radio equipment has been purchased and is at the sites, space permitting.

Antenna work at the towers will start the first week of September. They will start at the Gotham site.

The Microwave equipment is currently being manufactured. It is expected to be shipped the middle of September.

Collaboration is happening with emergency service providers that support Richland County residents to ensure they are prepared for the changeover. The county is prepared to fund the programming costs of their radios, so they are compatible with the new system.

**RICHLAND COUNTY SHERIFF'S DEPARTMENT
MONTHLY BILLS SUBMITTED FOR APPROVAL
AUGUST 2025 BILLS**

(PRESENTED AT THE **SEPT 5**, 2025 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	ACE K9	1	K9 SUPPLIES	297500	168.00	350.5255.0000.53019	
2	ADVANCED CORRECTIONAL HEALTH	3	CARE OF PRISONERS	7055, 1495, 6701	11,748.68	100.5251.0000.52096	
3	AUTOZONE	3	SQUAD MAINTENANCE	68933, 66461, 68939	190.34	100.5211.0000.53052	
4	BAYCOM	1	911 OUTLAY - VESTA	57544	5,817.00	500.5242.3015.52093	
5	BOSCOBEL DIAL	1	SUBSCRIPTIONS	N/A	52.00	100.5211.0000.53024	
6	CHARM TEX	2	JAIL SUPPLIES	413190, 413648	340.50	100.5251.0000.53052	
7	COMMUNITY SERVICE ASSOC.	1	MEDICAL EXAMS	21474902	450.00	100.5211.0000.53046	
8	CORNERSTONE SERVICE	4	SQUAD MAINTENANCE	22393, 22458, 22564, 22646	294.04	100.5211.0000.53052	
9	ELIOR/SUMMIT FOODS	4	MEALS FOR PRISONERS	249010, 249573, 250282, 251453	14,708.36	100.5251.0000.52094	
10	FILLBACK FORD	1	SQUAD MAINTENANCE	318911	84.35	100.5211.0000.53052	
11	FREDRICK, MATTEW	2	UNIFORM ALLOWANCE	N/A	116.25	190.5213.0000.53046	
12	GALLS	4	UNIFORM ALLOWANCE/BROCKWAY, RUPNOW, ISAACSON	65567, 73943, 00525, 07719	402.65	190.5213.0000.53046	
13	GARAGE DOOR EXPRESS	1	EQUIP REPAIRS	22793606	125.00	100.5211.0000.53056	
14	GENERAL COMMUNICATIONS	4	FUND 92 - RESOLUTION 24-46	345847, 347799, 348793, 348792	30,948.85		
15	GORDON FLESCH	3	COPY LEASE	15267157, 15267156, 1047309	284.38	100.5211.0000.53015	100.5251.0000.53015
16	HYNEK PRINTING	1	OFFICE SUPPLIES	73813	197.67	100.5211.0000.53019	
17	MCKESSON MEDICAL	4	JAIL SUPPLIES	24133537, 24198998, 24209441, 24253964	1,073.49	100.5251.0000.53052	
18	MOTOROLA SOLUTIONS	1	NEW EQUIPMENT	1411202661	487.50	100.5211.0000.58019	
19	MUCKLER, AMBER	1	OFFICE SUPPLIES	N/A	11.08	100.5211.0000.53019	
20	OPTIONS LAB	1	CARE OF PRISONERS	5051119	195.00	100.5251.0000.52096	
21	O'REILLY AUTO PARTS	1	SQUAD MAINTENANCE	199006	25.97	100.5211.0000.53052	
22	PIONEER PRINT CO	2	UNIFORM/FREDRICK & GRAHAM	6554, 6534	99.90	190.5213.0000.53046	
23	RICHLAND FAMILY DENTAL	1	CARE OF PRISONERS - M.P	N/A	529.00	100.5251.0000.52096	
24	RICHLAND HOSPITAL & CLINICS	3	CARE OF PRISONERS & MEDICAL EXAMS	51, 55, 54	1,068.00	100.5251.0000.52096	100.5211.0000.53046
25	RICHLAND HOSPITAL & CLINICS	1	CARE OF PRISONERS - B.H.	N/A	487.35	100.5251.0000.52096	
26	SHOPPING NEWS	1	OFFICE SUPPLIES	N/A	29.23	100.5211.0000.53019	
27	SUMMIT FIRE PROTECTION	1	FIRE SYSTEM MAINT	3443485	400.10	100.5211.0000.52091	
28	TC AUTOWORKS	4	SQUAD MAINTENANCE	15275, 10571, 15075, 15171	5,087.29	100.5211.0000.53052	
29	THE SHOE BOX	2	UNIFORM ALLOWANCE/CH SCHILDGEN, SUTTON	90359, 90316	386.10	190.5213.0000.53046	
30	WALLACE, AARON	1	UNIFORM ALLOWANCE	N/A	369.90	190.5213.0000.53046	
31	WI COUNTY MUTUAL	1	NEW EQUIPMENT - LEXIPOL	13312	2,585.04	100.5211.0000.58019	

AUGUST 2025 BILLS		78,763.02
SHERIFFS DEPARTMENT		10,487.47
911 OUTLAY		5,817.00
COUNTY JAIL		29,966.90
Fund 92		30,948.85
DEPARTMENT-UNIFORM ALLOWANCE		1,374.80
K-9		168.00
DOG CONTRACT-MONTHLY PAYMENT		1,500.00
CURRENT MONTH'S JAIL ASSESSMENT		

Agenda Item Cover

Agenda Item Name: Amendment to Sheriff's Addendum to Handbook of Personnel Policy

Department:	Sheriff's Office	Presented By:	Clay Porter
Date of Meeting:	09/05/2025	Action Needed:	Resolution
Date submitted:	08/29/2025	Referred by:	

Recommendation and/or action language:

Approve a resolution to add additional paid holidays in the Sheriff's addendum starting in 2026.

Background:

We are looking to amend the Sheriff's Addendum to the Employee Handbook to reflect the two added paid holidays. These holidays are the Day after Thanksgiving and Good Friday. This will follow in line with the rest of the county employees and will cover all non-union sheriff's office employees.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

Clay J. Porter

Department Head



Administrator, Tricia Clements

**Public Safety Committee
Agenda Item Cover**

Agenda Item Name: Subscriber Support - Tower Project

Department:	Administration	Presented By:	Tricia Clements
Date of Meeting:	September 5, 2025	Action Needed:	Vote
Date submitted:	August	Referred by:	Tricia Clements

Recommendation and/or action language:

Vote to approve funding the re-programming of local agency radios.

Background:

Once the emergency response system is updated as a result of the Tower Project, local agency radios will not be compatible with the system. Part of the original plan and budget of the project was to provide funding to ensure they could continue to utilize the system. Inventory has been gathered from most of the agencies and the greatest need will be in programming.

Attachments and References:

N/A

Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
✓	Other funding Source	Tower Project funds - Fund 94	
	No financial impact		

Department Head


Administrator, Tricia Clements

Copy of email sent to area agencies on August 20th, 2025

Hello,

Reaching out again on the agency subscriber support piece of the Richland County radio system upgrade project. The County has reviewed the level of detail received from responding agencies and currently believes at a minimum the project funds are available to support agency reprogramming efforts using a reimbursement model. An approval of this programming support needs to be discussed at the public safety committee meeting on September 5, 2025. The County remains open to possible other support options as well but would like to begin working on this effort to ensure all agencies are prepared to make programming adjustments and participate in the system migration process by October 15th 2025.

Richland County has developed a common document being relied upon for radio system detail (fleetmap) and will be using it to capture all needed subscriber detail and ensure an accurate data point of programming information. The fleetmap document is intended for supporting the system throughout its lifecycle and will be made available to end users as it moves to a final draft. In conjunction with this support effort the County would expect agencies to meet some common setup standards pertaining to radio operation. The details of these needs are still being finalized, but essentially fall into the following categories:

- Channel naming will match the Richland standards
- Channel bank setup will meet Richland standards centered around having them readily available
- Device identification numbering will match equipment assignments and adjustments will need to be tracked
- Emergency button activation shall be enabled per device
- Device alias will be expected to operate as detailed

To gain the next steps of understanding this support effort we would ask each agency work with their radio equipment vendors or programming experts to obtain a quote for services of all equipment and forward that detail to the County for review and approval. It is the hope that this information will allow for getting the fleetmap document to the final draft stage, finalizing the County's financial support budget for this effort, and allowing the development of an agency migration plan and timeline. Currently the goal of this effort is to have all things final no later than September 15th.

Mike Day, Project Manager, continues to be the Richland County resource on this effort and will support any questions or concerns in getting your agencies understanding finalized. If you have any questions, please reach out to Mike or me either via email or by phone. My number is listed below, and Mike can be reached at 515-865-4660.

**Public Safety Committee
Agenda Item Cover**

Agenda Item Name: Authorize Vehicle Revenue to be placed in Fund 170

Department:	Sheriff's Office	Presented By:	Clay Porter/Tricia Clements
Date of Meeting:	September 5, 2025	Action Needed:	Resolution
Date submitted:	August 29, 2025	Referred by:	Clay Porter/Tricia Clements

Recommendation and/or action language:

Approve a resolution that allows the Sheriff's Office to put revenue from the sale of vehicles into the Fund 170.

Background:

The Sheriff's Office has a schedule to rotate new vehicles into their fleet. In the past couple of years, when the Office retires a vehicle, they will offer it to other county departments at no cost. Due the increased value of used vehicles and the increased cost of new vehicles, the revenue from the vehicle sales can offset the cost of a new squad. Fund 170 is the New Sheriff's Car Fund.

Attachments and References:

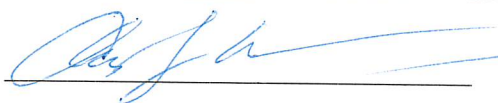
N/A

Financial Review:

N/A

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		



Department Head



Administrator, Tricia Clements