

COMMITTEE: SHERIFF & JUSTICE  
DATE: 05/06/2025  
TIME: 5:30 P.M.  
PLACE: FOREST COUNTY BOARD ROOM

#### CALL TO ORDER

Alan Marvin called the meeting to order at 5:30 P.M. and read the agenda.

#### ROLL CALL

Members Present: Alan Marvin, Brian Piasini, Luke Peterson, Albert Thompson

Absent: Tom Tallier

Others present: Jeffery Marvin, Alex Walrath. Amanda Herman, Robbie Huettl

#### APPROVE AGENDA

Motion by Peterson to approve the agenda as presented, second by Piasini. All present voting (AYE). Motion carried.

#### APPROVE MINUTES FROM THE APRIL 6, 2025 MEETING

Motion by Piasini to approve the minutes of the April 6, 2025 meeting, second by Peterson. All present voting (AYE). Motion carried.

#### PUBLIC COMMENT ON AGENDA ITEMS

None.

#### DISCUSSION AND POSSIBLE ACTION ON TRAINING REQUESTS, IF ANY

Chief Deputy Walrath requested to send Sgt. Kelly to Wisconsin Forensic Interview training on May 12<sup>th</sup> through the 16<sup>th</sup>. The training teaches the guidelines for interviewing juveniles involved in criminal investigations. Motion by Piasini to approve the training request and second by Thompson. All present voting (AYE). Motion carried.

#### UPDATE FROM DISTRICT ATTORNEY SEIFERT

Attorney Seifert did not attend the meeting.

#### DISCUSSION AND POSSIBLE ACTION ON RESOLUTION FOR ABANDONED VEHICLES

Sheriff Marvin advised the committee that he is working with Corporation Counsel to draft a resolution that allows the sale of some vehicles that have been impounded for long periods of time. Sheriff Marvin advised that it is common for vehicles from the impound yard to be released from evidence then the owners refuse to pick them up. This would allow the vehicles to be sold or scrapped after the proper notifications have been made. Motion by Peterson to forward the completed resolution to the full County Board. Second by Thompson. All present voting (AYE). Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON RESOLUTION FOR POTAWATOMI PAYMENT REIMBURSEMENT

Sheriff Marvin advised the committee that the Forest County Potawatomi over paid \$33,259.69 for the four deputies that they fund in 2024. Sheriff Marvin advised he will be giving FCP a credit

to their next invoice and is requesting the \$33,259.69 be taken out of the general fund and be put into his 2025 budget to offset the credit. This would be in the form of a resolution. Motion by Thompson to send the resolution to the full County Board. Second by Piasini. All present voting (AYE). Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON ACCUMULATED COMP TIME

Chairman Marvin asked Sheriff Marvin how comp time is handled at the Sheriff's Office. Sheriff Marvin advised how comp time is accumulated and how it is paid out throughout the Sheriff's Office.

#### DISCUSSION AND POSSIBLE ACTION ON FILLING OPEN DISPATCH POSITION

Sheriff Marvin advised the committee that a Dispatcher recently resigned. The committee advised the Sheriff that the position can be filled because there are minimum staffing levels for Dispatchers.

#### DISCUSSION ON EMERGENCY SERVICES CONCERNS

A copy of an email from the Phelps Fire Department and Alvin Fire Department reference a recent medical call where the Alvin 1st Responders were not sent. Sheriff Marvin advised the matter has been addressed and the Dispatcher involved has received a reprimand. Sheriff Marvin advised that neither Alvin or Phelps has advised him of any problems in the past and he cannot address the matter if he does not know about it. Sheriff Marvin and Sgt. Robbie Huettl then advised the committee of the training that is given to Dispatchers.

#### DISCUSSION ON DISPATCH SERGEANT POSITION REVIEW

Sgt. Huettl provided the committee with copies of his old job description and a copy of the new job description. Sgt. Huettl also provided a write up of his additional duties. Sheriff Marvin advised he would like a vote taken by the Sheriff & Justice committee tonight on whether the matter should continue on or not. Sheriff Marvin advised he is concerned that if the position became a salaried position that the salary would be too low and it would hinder future Dispatch Sergeants from applying for the position. A vote of committee members was held on whether to approve a title change and send the matter to the Finance and Personnel committees. The vote was 3 no and 1 yes. The matter was stopped at the Sheriff & Justice committee.

#### DISCUSSION AND POSSIBLE ACTION ON PART TIME JAIL/DISPATCH WAGE

Chairman Marvin asked if there are available funds in the part time Jail & Dispatch staff budget to give the part time staff a raise. Motion by Peterson to forward a part time employee wage increase to the Personnel/Finance committee. Second by Piasini. All present voting (AYE). Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON PURCHASES, IF ANY

None.

#### MONTHLY BUDGET REVIEW

Brief discussion about the budget. The budget is on track.

ANY OTHER BUSINESS THAT MAY LAWFULLY COME BEFORE THE COMMITTEE  
Jail Administrator Herman advised she will bring the staffing agreement to the next Sheriff & Justice meeting.

#### FUTURE AGENDA ITEMS

None.

#### ADJOURNMENT

There being no further business, motion by Thompson to adjourn, second by Peterson.  
All present voting (AYE). Motion carried.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Sheriff & Justice meeting.