



**PORTAGE COUNTY CIRCUIT COURT, BRANCH 2  
HON. LOUIS J. MOLEPSKE, JR.**

1516 Church St. • Stevens Point, WI 54481  
Telephone 715-346-1360

December 16, 2022

**Re: Portage County Security and Facilities Committee Meeting**

**When: December 20, 2022. 1:30 pm**

**Where: Branch 2, Portage County Courthouse – In person**

**To:** Judge Patricia Baker, Judge Michael Zell, Judge Erik McFarland, District Attorney Cass Cousins, Sheriff Mike Lukas, County Executive John Pavelski, County Board Chair Al Haga, Jr., Clerk of Courts Lisa Roth, Sgt. Nick Griesbach, Register in Probate Chris Marfilus, Corporation Counsel David Ray, Family Court Commissioner Melissa Dalkert, Victim Witness Coordinator Jane Iwanski, Emergency Management Director Bob Weinert, Facilities Director Todd Neuenfeldt, Public Defender Kate Drury, Chief Bailiff Jerome Bodzislav, County Bar Assoc. Pres. Stephen Sawyer, Justice Program Director Andrea Starr, District Nine Court Administrator Susan Brynes

**Remote Appearance Option:** Use Branch 2 Zoom information below

<https://wicourts.zoom.us/j/92206368805>

SIP: 92206368805@zoomcrc.com

H.323: 162.255.37.11 (US West) OR 162.255.36.11 (US East)

Enter Meeting #: 922 0636 8805

**Call to Order**

1. Review attached minutes of the 2015-2019 Security and Facility Committee
2. Discussion / Action regarding special meeting attendance (Portage Co. ord. 3.1.47-48)
  - Request for special meeting attendance
  - Approval of attendance for special meetings
  - Special meeting attendance report
3. Overview of Committee's purpose and mission in the Court Facility per SCR 68 - Molepske
4. Discussion of Security Concerns in Court Room E. – **FCC Dalkert / Molepske**

5. Court Services Security Unit Update -
  - a. Duress alarm operation status and procedure. **Sgt. Griesbach  
Sgt. Griesbach  
Todd Neuenfeldt  
Sgt. Griesbach**
  - b. Active shooter procedure and drills
6.
  - a. Court Facility Update - **Todd Neuenfeldt**
  - b. Courthouse building project update **Todd Neuenfeldt**
7. Group reports on Court Security and Facilities – what’s good / concerns **ALL**
8. Identify and discuss current Court Facility policies, procedures, ordinances and activities that address Supreme Court Rule 68.05(4)’s mandate to “coordinate and develop general court security and facility policies and key activities.” **All**
  - a. Discussion and coordination on the future development of court facility policies and key activities for future Committee work per SCR 68.05(4)(a-w)  
**Judge Molepske / Sheriff Lukas / Sgt. Griesbach / All**

**Adjourn and set next quarterly meeting date in March of 2023**