

Business Meeting Agenda
Brown County Joint Municipal Court Administrative Committee Meeting
Town of Glenmore Community Center 5718 Dickinson Rd De Pere, WI 54115
Thursday, April 15, 2021 at 7:00 PM

The Court Administrative Committee from the ten Towns that consist of the Brown County Joint Municipal Court will hold a meeting on Thursday, April 15, 2021 at the Town of Glenmore Community Center 5718 Dickinson Rd De Pere, WI 54115

Please Note: Each municipality must have a representative in attendance at all meetings. If for some reason you will not be there, please call Treasurer/Secretary Ossmann @ 920-655-1271.

Introduction of new members to the board due to the April 2021 election.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Affidavit of Posting
- 4) Roll Call and Introductions
- 5) Review and approval of previous meeting minutes (January 21, 2021)
- 6) Judge's Report
- 7) Clerk of Courts Report
 - A. Approve Brown County Municipal Court dates for 2022. Court dates to be scheduled for January 6, March 3, May 5, July 7, September 1, November 3, 2022.
 - B. Town website. Sharon Diedrick has access. Add one additional person to be authorized to access the website.
 - C. eTIME update.
- 8) Treasurer/Secretary Report
 - A. Denmark State Bank on-line banking. Lana Ossmann has access. Add on additional person to access DSB on-line banking.
- 9) New Business:
 - A. Next Court Dates: July 1, 2021 and Sept 2, 2021 at 3:00 PM.
 - B. Appoint an authorized check signer on existing checking account to replace retired Town Chair Steve Dart.
 - C. Possible establishment of a new checking account for Brown County Joint Municipal Court. If approved, appoint authorized signers on the account.
- 10) Old Business:
 - A. Glenmore Community Center for court. Access, security, court files.
 - B. Updates on records found. Options for filing cabinets.
- 11) Financial Report/Review of Expenses/Discuss purchase of checks for Quickbooks printing.
- 12) Approval of Payments/Checks to be signed.
- 13) Adjournment Next meeting to be held July 15, 2021 at the Town of Holland

An updated agenda may be posted 24 hours before meeting time.

Meeting rotation:

July 15, 2021 Town of Holland	January 19, 2023 Town of Scott
October 21, 2021 Town of Morrison	April 20, 2023 Town of Green Bay
January 20, 2022 Town of Rockland	July 20, 2023 Town of New Denmark
April 21, 2022 Town of Humboldt	October 19, 2023 Town of Glenmore
July 21, 2022 Town of Eaton	January 18, 2024 Town of Holland
October 20, 2022 Town of Wrightstown	April 18, 2024 Town of Morrison

Lana Ossmann, Treas/Sec for Br. Co. Jt. Municipal Court, on behalf of Mike Van Lanen, Chair, Court Administrative Committee & Town of Scott