

## **Minutes 01.20.22**

### **Brown County Joint Municipal Court Administrative Committee Meeting**

**Town of Rockland Town Hall 1712 Bob-Bea-Jan Rd De Pere, WI 54115**

**Thursday, January 20, 2022 at 7:00 PM**

**1) Call to Order** In the absence of Chair Van Lanen, the regular meeting of the Brown County Joint Municipal Court Administrative Committee was called to order by acting Chair Rick Loppnow, at 7:07 PM, in the Town of Rockland Town Hall. Present were: Town of Eaton Chair Jim Osterloh; Town of Glenmore Chair Rick Loppnow; Town of Green Bay Chair Cary Dequaine; Town of Humboldt Chair Tim Van Pay; Town of Morrison Chair Tom Kempen; Town of New Denmark Supervisor Mike Calewarts; Town of Rockland Chair Dennis Cashman; Town of Scott Clerk/Treasurer John Roth; Town of Wrightstown Chair William Verbeten; Judge Cletus Hubers; Clerk of Court Sharon Diedrick; and Treasurer/Secretary Lana Ossmann.

**2) Pledge of Allegiance** Recited by all.

**3) Affidavit of Posting** Ossmann reported notices were posted as follows: By Julie Koenig at the Rockland Town Hall and Rockland website; by Sharon Diedrick on the BCJMC website; and by Cindy Ossmann at the Glenmore Community Center. Thanks to all who were involved in these postings.

**4) Roll Call and Introductions** Everyone present introduced themselves.

**5) Review and approval of previous meeting minutes (October 21, 2021)** No comments on minutes.

**Motion Tom Kempen/Jim Osterloh to approve the minutes of the October 21, 2021 meeting. Voice Vote. Carried.**

**6) Judge's Report** Judge Hubers reported the following: Last court we had 9 defendants appear, 71 citations and 60 defendants. 1 request to re-open. 1 appearance for stipulation agreement. The stipulation was about they were working with a lawyer, the lawyer had a conflict of interest and so it came back to him (Judge Hubers). The end of the year report is broken down by municipality. There were 360 cases in the year. 2021 Court Net Income Reported was \$26,420.35. 2020 caseload statistic totals reported were 339. In 2019 it was \$21,907.81 which was up about just short of \$5000.00. No questions for the Judge.

**7) Clerk of Courts Report** Sharon Diedrick reported on her Court Clerk Conference at Osthoff (on October 27-29, 2021). Highlights were: Responsibilities of the Judge and Court Clerk according to the states; Legal update on Covid blood draws; Act 70 updates (motions to reopen cost/recording of motion hearings/jury transfers to Circuit Court/Appeals/restitution/recusals from court personnel to defendant); Implicit Bias in the courtroom.

Sharon also explained the address forwarding order issue. Those would be from both the old PO Box (# 1 in Green Bay) and the 5718 Dickinson address (Glenmore Community Center) to our current PO Box (278, Wrightstown, WI). She contacted the post office and was told to extend the order would cost \$20 for 6 months/\$30 for 1 year. The problem is on the citation TRACS has updated our address as corrected, but not on the computers in the squads. So the citations were still reading 5718 Dickinson Rd. There were problems with returned mail, mail not being forwarded and payments being late. That's why she is asking if we should renew the forwarding order. She did confirm with Sgt. Bultman and Capt. Russeau and they will be putting the address change into TRACS. But she did not know when that would occur. Discussion followed.

**Motion Jim Osterloh/ Bill Verbeten to do the \$30 for extending (the postal forwarding order) for the year. Voice Vote. Carried.**

**8) Treasurer/Secretary Report** Lana Ossmann pointed out that everyone has the packet of information for tonight's meeting. She pointed out the blue folder which contains the documents she knows of that describe the creation of the court/amendments to adopted documents. If anyone knows of other documents, please let her know. By giving everyone this file, they will also know more about how the court is intended to operate. The budget procedures were followed in 2021. Now everyone can see why we present initial budget in April, then it goes to each member municipality town board for approval. Hopefully that approval is complete by our October quarterly meeting, before the December 1<sup>st</sup> deadline.

The second extra item this meeting is the Annual Report. Sharon and I thought we should present this every year. The report is based on Quickbooks entries, it is balanced to bank and between Lana and Sharon. It covers 1-1-21 to 12-31-21. The three \*\*\* were explained as being needed to show gross payroll versus net payroll on income and expense sides. Discussion followed: Net gain each year could possibly reduce member dues? Citation income needs to keep flowing in. All funds are at Denmark State Bank in the new checking account. This annual report is as of December 31<sup>st</sup>. Tonight's financial report is up until today, a little more income in January and then the checks we are writing out tonight.

Members made positive comments regarding this annual report. Ossmann verbalized that she and Sharon are working on their goal to create accounting reports and procedures so that no matter who is employed by the court, the Administrative Committee members will be able to ask for information from them in the future based on what they have seen given to them in the past. Ossmann thanked members for their positive comments.

**9) Financial Report/Review of Expenses** Ossmann presented tonight's financial report for review. This report covers the day after our last meeting up until today. Deposits are through January 13<sup>th</sup>. That was the last time a deposit was made and so reports only reflect the bank side up until then. \$7,910.04. Thanks to Sharon again for having the Allpaid and WI PS ACH deposits coming direct to the account. Short discussion between John Roth and Sharon regarding the fees paid by defendant to use this service. A \$98.80 citation will be an additional \$3.75. Higher fines are higher fees. Not really a %? Sharon also mentioned that on-line payments are cheaper than if you call in the payment. Manpower at these service companies is short. John mentioned they used the same company, but fees are different. Sharon suggested fees might have something to do with the contract signed originally?

The check detail page is a new format. It is the report that Sharon and Lana use to be sure all items are presented for payment. It is easier to read and already prepared so Lana will be using this for our Check Detail in the future. Discussion followed. Sharon has made updates to our Cell Com account (our cell phone basically died). She went in and got the new phone free, paid for case and was able to reduce the monthly cost from \$50 to \$30. Thank you, Sharon! Other expenses for her were for attendance at the conference. Judge salary payment tonight is for November/December of 2021 and January of 2022. That means it is two months at the pre-increased salary rate and one month of the increased rate.

#### **10) Approval of Payments/Checks to be signed**

##### **Motion Tom Kempen/Dennis Cashman to approve paying the bills. Voice Vote. Carried.**

Discussion continued with page 3 of the Financial Report. Page three shows the reconciliation. Top left is last Financial Report balance, add in the deposits and subtract the checks written out tonight. The upper right is the Denmark State Bank side of the current balance (see the bottom of that page for a Denmark State Bank print out of the balance on January 20, 2022 which is the ending deposit made on the 12<sup>th</sup>). Right and left equal with the balance of \$29,114.04. There is also a Cash Balance on hand of \$100.00. Lana will circulate for signatures.

##### **Motion Rick Loppnow/Cary Dequaine to approve the Financial Report. Voice Vote. Carried.**

#### **11) Old Business:**

**A. Glenmore Community Center for court. Access, security, court files.** The approval of the file(s) has not been completed yet. Discussion: At the last meeting Ron Nowak and Tom Klika were present for this discussion. Ron has mentioned to Lana that a file cabinet could possibly fit between the furnace and the chairs in that back room if the file was just a normal, single deep, 4 drawer size. If not there, a file cabinet is approved to sit in the main hall, the northeast corner. Lana thought a fireproof safe cost was about \$1600, but really is closer to \$2000. This is only one suggestion; more research is needed. Rick told everyone that Glenmore has given a key to the court (Sharon has the key) and so access to the main areas is approved. Everything is ok on Glenmore's end. More discussion on how many cabinets needed, get a substantial unit, protect the flooring because they are heavy, possibly on wheeled cart to move, maybe not so that the file is secure and stays put, placement would depend on fire inspection recommendation, record retention, treasurer records are not huge and can stay with Lana, mostly court records in storage, back up of Quickbooks could be stored there. Ossmann's suggestion would be to approve the next check for this purchase, the three signers

would make the decision on which to purchase after Lana researches more options. She expressed confidence that the signers would be able to approve such a purchase without a spending limit.

**Motion Bill Verbeten/Cary Dequaine to approve the signers may sign a check and decide on a filing cabinet. Voice Vote. Carried.**

**12) New Business:**

General Discussion: Bill wondered about what our court was able to handle. State Statutes? Sharon responded that anything in each town's ordinance can be handled, such as if the State Statute is referenced in the adoption of town ordinance (drugs, traffic, etc.) If a town is not contracted with the sheriff's department the town decides how far to go. Jim mentioned that he issues citations such as too many cars. Judge stressed that consistency in the citations is important. The resident may say that they are going to fix something, but a town should continue to keep giving out the citations regularly until it is handled. The town decides, daily citations, once a week or once a month, just be consistent.

**A) Next Court Date: March 3, 2022 and May 5, 2022 at 3:00 PM.** No discussion.

**B) Administrative Committee Meeting start time.** Ossmann mentioned that Chair Van Lanen thought this could be added to the agenda because it was touched on lightly last meeting. A full discussion would be official. Discussion. Some could make it earlier. Others mentioned that 7 is earliest they could. Also driving a longer distance to another township could make any earlier difficult.

**Motion Rick Loppnow/Bill Verbeten to continue holding the Administrative Committee meetings at 7:00 PM. Voice Vote. Carried.**

**13) Adjournment**

**Motion Rick Loppnow/Bill Verbeten to adjourn the meeting. Voice Vote. Carried. 7:40 PM**

Respectfully submitted,

Lana Ossmann, Treasurer/Secretary  
Brown County Joint Municipal Court