

Minutes 10.20.22

Brown County Joint Municipal Court Administrative Committee Meeting

Town of Humboldt Eaton Town Hall-Conference Room

3063 S County Rd T Green Bay, WI 54311

Thursday, October 20, 2022, at 7:00 PM

- 1) **Call to Order** Chair Van Lanen called the regular meeting of the Brown County Joint Municipal Court Administrative Committee to order at 7:00 PM in the Town of Eaton Town Hall Conference Room.
- 2) **Pledge of Allegiance** Recited by all.
- 3) **Affidavit of Posting** Ossmann reported the meeting was posted on the BCJMC website by Sharon; Town of Eaton Town Hall, C Mart, Little Generals by Dawn Konop and; Town of Scott Town Hall and website by John Roth. **Motion Dennis Cashman/Jeff Zlatohlauek to accept affidavit of posting. Voice Vote. Carried.**
- 4) **Roll Call and Introductions** Present: Town of Eaton Chair Jim Osterloh; Town of Glenmore Chair Rick Loppnow; Town of Humboldt Chair Tim Van Pay; Town of Humboldt Supervisor Jeff Zlatohlauek; Town of Morrison Chair Tom Kempen; Town of New Denmark Chair Bill Krueger; Town of New Denmark Supervisor Mike Calewarts; Town of Rockland Chair Dennis Cashman; Town of Scott Chair Mike Van Lanen; Town of Wrightstown Chair Bill Verbeten; Judge Cletus Hubers; Clerk of Court Sharon Diedrick; and Treasurer/Secretary Lana Ossmann.
- 5) **Review and approval of previous meeting minutes (July 21, 2022) Motion Tim Van Pay/Jim Osterloh / to accept the minutes of the July 21, 2022 meeting. Voice Vote. Carried.**
- 6) **Judge's Report** Hubers reported that in July there were 132 citations, 8 not guilty pleas, 4 defendants appeared. In August we did not have court. In September Sharon called me about court that afternoon and I was up north, 2.5 hours away and court was going to begin in 20 minutes. Whoever showed up that day were handled as a not guilty plea, those that paid Sharon put no contest pleas and the rest that did not pay were put on the court for November. What happened with the mix up? Well, my wife told me that the granddaughter did not have school on Friday, and we decided to take her up north early. My mind went blank. First time in 15 years I missed.
- 7) **Clerk of Courts Report** Sharon reported that the Court Clerk Conference for 2022 was held Sept 20th – 23rd. It focused on communication between the clerk and judge; juvenile issues; OWI and trial discussions. Regarding the email update to .gov. Grants suggested last time only apply to elections, so we are not able to use that grant. Going to .gov would cost \$160 per year. It's a real process to be considered to get a .gov address; much scrutiny. It still would be nice to get something smaller than the current: browncountyjointmunicipalcourt@yahoo.com.
- 8) **Treasurer/Secretary Report** Lana did order the checks with the new routing number even though we still had quite a few left over. She ordered 1000 again due to the price break of 60%. We don't have to order envelopes again. With the upcoming budget, there is some wording in the operational agreement we will be talking about (under 11 B). If when we arrived at the budget and we did want to change some wording, we probably would have legal input to review

any change. And if that happened, we may want some money under the legal fee line to be ready for that. Just think about that.

Chair Van Lanen backtracked to Item 7 and asked if we would approve the Clerk's report by motion. **Motion Mike Van Lanen /Dennis Cashman to accept the Clerk's report. Voice Vote. Carried.**

Lana was asked if everything was going well with the new bank. Yes, Stacy Magnusen is still Lana's main contact, and she is very helpful. Lana had some personal issues but did manage to get them taken care of. It's bigger. No worries though, the money is still there. **Motion Tom Kempen/Rick Loppnow to accept the Treasurer/Secretary report. Voice Vote. Carried.**

- 9) **Financial Report/Review of Expenses.** Lana presented the three-page report for review. Deposits from July 22 through October 20, 2022 totaled \$13,766.05. Deposits still occur from AllPaid, by mail and WI gov pay.net. Page 2 is accounts payable for tonight. Cell Com we just keep enough for three months ahead. The Jeffrey Nelson double citation resulted when he paid by check and the State Debt Collection also collected for him in the same month. Lana pointed out the new check cost was \$121.27. The last page is the certification page. The balance that is the same on both the Financial Report side and the Bank First recon side of \$42,812.74. Rick Loppnow brought up the issue that there was an additional use of the Glenmore Community Center that was not paid for. Yes, it must have been the one where Atty. Gagan was representing the Town of Glenmore before the court for a trial on a vehicle violation. Lana will make a note to re-check and then take care of it at the next meeting. **Motion Mike Van Lanen /Tom Kempen to accept the Financial Report. Voice Vote. Carried.** Lana circulated the certification page for town representatives to sign. **Approval of Payments/Checks to be signed. Motion Mike Van Lanen /Jim Osterloh to approve the payments of the checks. Voice Vote. Carried.** Lana circulated the checks for signatures.

10) **Old Business:**

- A. **Monthly Finance for Municipality Payback Comparisons. Review/Amend/Adopt municipality citation contribution for expenses.** Lana explained the new example on how the court citation money is distributed. The monthly reports Sharon sends out would have one of these reports for each municipality that has issued citations during the month. And ALL the citations for the individual municipality for that month are grouped together to make up this report. Using the example, the lower left corner is one citation for \$98.80. Looking at the columns and lines on the sheet you can see where the yellow highlighted numbers appear on the sheet. (A with A, B with B, and so on).

Discussion about the example continued. Members thought the example was helpful. It clearly shows how the money is distributed to state, county, town and court. Perhaps a motion to confirm the thoughts of the members at the last meeting to continue the 50/50 split would be in order? A sample is on the first page of the handouts. In talking about the 50/50 split, Chair Van Lanen and Chair Verbeten remembered this being decided much earlier and that it should be in the records. Ossmann reported that she and Sharon did research old records and found discussion, but never an actual motion which would have told them exactly how the split was

decided. Lana and Sharon are just going on what others have told them. Discussion earlier was that everything should go back to the court. But then the towns that are hiring Brown County barely break even and may be losing money and so the 50/50 was agreed on. It keeps the court running. Lana would respectfully request that it is entered into the record with a motion so that she and Sharon are covered for what they are already doing. **Motion Chair Van Lanen /Bill Verbeten to continue the 50/50 division for Brown County Joint Municipal Court fees as follows: 50% will be given to the municipality were the violation occurred and 50% will be retained by the Brown County Joint Municipal Court treasury. Voice Vote. Carried.**

B. 2023 Proposed Budget. Lana reported that a quorum of member towns did respond with the minutes of their meeting(s) where the 2023 BCJMC Proposed Budget was discussed and approved. Would Eaton's expected citations starting in January 2023 make a change? Not really, but those numbers will be helpful for next budget period. Suggestions were made on where Eaton should have their officers sit to catch violators. No change will be made for legal fees in this budget. Was the town annual fee reduced to \$2000? Yes, at the far right of the first page. **Motion Tom Kempen /Rick Loppnow to accept the 2023 Proposed Budget. Voice Vote. Carried.**

11) New Business:

A. Next Court Dates: November 3, 2022 and January 5, 2023 at 3:00 PM.

B. Review/Amend BCJMC Operation Agreement regarding 3) COURT ADMINISTRATIVE COMMITTEE (A) Composition. The actual wording of the operation agreement of the court is: Composition. The Court Administrative Committee shall be comprised of the Town Chairman of each Member Municipality. In order to assure participation and continuity of representation, each Member Municipality may provide for an alternate representative subject to confirmation by the municipality's governing body, who shall act on committee matters in the absence of the representative. Neither the representative nor the alternate representative of the Member Municipality shall be a police officer for the municipality or an attorney representing the municipality. Loppnow explained that at the last meeting we didn't know what the wording was on who may vote in place of the chair. There were only 6 towns there. He did not know how it was set up. Chair Van Lanen stated that back in the day, if the chair was not able to show up, we needed someone to show up, to represent the town. Rick said we did not know what the agreement said and that is why it was looked up. Because it was at Scott's town hall, your supervisors were there, Cari was asked to sit in because she was an elected officer. Just one vote per town. Dequaine could not attend tonight because they are having their budget hearing. Conversation moved to meetings that are not well attended, etc. Some other meetings did not have the 3 signers present and Lana had to run around to get signatures. But now we do not have to do that because of Bank First's policies. Lana just pointed out the wording seems as though every municipality should confirm who is to act in the absence of the chair? Bottom line is that the chair asks if someone can make it to the meeting. If this wording is good for the members, it's good for the Treas-Sec.

Jim had a question regarding the Administrative Committee meetings. Next week is the WTA District meeting. Is there any way, maybe not in 2023 but in 2024, that the meeting could be moved ahead a month or moved back a month? We discuss things here and at the

WTA meetings. Just wondering what others think. Rick mentioned that now this meeting and the WTA meeting are being held back-to-back. Moving this meeting to another month would allow more time in between and a chance discuss other things with members that may come up. Positive comments followed. Discussion continued. How to go about making a change/ Which week? Same week except a month ahead or behind? What about moving the next meeting back-to December, and then start a new schedule for 2023? Third Thursday of December 2022 would be the 15th. Court dates set would not change. Bad thing is it I not on the agenda tonight. No, don't change to the second week. Third Thursday of March, June, September, December? If we change the January 2023 meeting to be held in December of 2022 the agenda could have the switch for month on it going forward. Yes, have the next meeting on December 15, 2022-add the monthly switch on the agenda to be voted on-and move forward from there. Meeting would be held at the Town of Wrightstown. Then no meeting in January of 2023? That's right. It would go right on to March of 2023 after a vote. Members agreed our next meeting will be December 15, 2022, at the Town of Wrightstown.

Lengthy discussion by all regarding annexation and powers of surrounding cities and villages. Warnings that these issues are things every town should be very concerned about. Bill gave everyone information on where the Town of Wrightstown now stands with their requests at the state level and legal issues that are stopping the process. Others added items they are experiencing. Village of Wrightstown has filed suit. Town of Wrightstown and Rib Mountain were already filing before laws changed. Issue is still pending, 5 years later. Other towns facing similar issues.

**12) Adjournment. Motion Bill Verbeten /Jim Osterloh to adjourn. Voice Vote.
Carried. Meeting adjourned at 8:02 PM**

Respectfully submitted,

**Lana Ossmann, Treasurer/Secretary
Brown County Joint Municipal Court**