

## **Minutes 12.15.22**

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

**Town of Wrightstown Town Hall 1527 Day St. Greenleaf, WI 54126**

**Thursday, December 15, 2021, at 7:00 PM**

- 1) **Call to Order** The quarterly meeting of the Brown County Joint Municipal Court Administrative Committee was called to order by Chair Van Lanen on December 15, 2022, 7:07 PM at the Town of Wrightstown Town Hall.
- 2) **Pledge of Allegiance** Recited by all.
- 3) **Affidavit of Posting** Ossmann reported that the agenda was posted at the Wrightstown Town Hall, Dick's Family Foods and the Town of Wrightstown website by Donna Martzahl and on the BCJMC website by Sharon. **Motion Jeff Zlatohlavek/Tom Kempen to approve the affidavit of posting. Voice Vote. Carried.**
- 4) **Roll Call and Introductions** Present were: BCJMC Administrative Committee and Town of Scott Chair Mike Van Lanen; Town of Glenmore Supervisor Ron Nowak; Town of Holland Chair Mike Smits; Town of Humboldt Supervisor Jeff Zlatohlavek; Town of Morrison Chair Tom Kempen; Town of New Denmark Supervisor Mike Calewarts; Town of Rockland Chair Dennis Cashman; Town of Wrightstown Chair William Verbeten; Judge Cletus Hubers; and Treasurer/Secretary Lana Ossmann.
- 5) **Review and approval of previous meeting minutes (October 20, 2022) Motion Jeff Zlatohlavek/Bill Verbeten to approve the minutes of October 20, 2022. Voice Vote. Carried.**
- 6) **Judge's Report** Judge Hubers reported there was no court in October. In November there were 6 court appearances, 101 Citations, 83 defendants and 12 debts forwarded to the State Debt Collection. The next court will be on January 5, 2023, with approximately 85 citations on the docket. Yes, court is still held at 3:00 PM.
- 7) **Clerk of Courts Report** No report. Diedrick not present.
- 8) **Treasurer/Secretary Report** Ossmann had only one item to bring up. Sharon received a new guideline regarding the duties and job description of a Court Clerk. Ossmann used that guideline to prepare an updated version for the Treasurer/Secretary position. At the next court session, the two versions of the duties and job descriptions will be discussed with Judge Hubers. After working at these positions for some time now, Sharon and Lana know what these jobs are like. These updated documents may want to be looked at in March. They do not have to be adopted. It is just something that could be discussed. Chair Van Lanen requested to look at the documents. He could then bring them to their lawyer to review. They will be transmitted to him following discussion with Judge Hubers in January.
- 9) **Financial Report/Review of Income/Expense/Certification.** Ossmann presented the financial report. On the Deposit Detail the last deposit made to the account was on December 7, 2022. But the time frame for this report is October 21 through December 15, 2022. The Accounts Payable starts with CK #2496, to Judge Hubers, \$58.12. That is the amendment to our last financial report because it was issued after the report was complete. The \$1.00 check was a test following the receipt of new order of checks with the Bank First routing number. The \$1.00 is shown as a deposit and as a check tonight. Ossmann explained that the automatic deduction for

the Internal Revenue Service is shown as a corrected 4<sup>th</sup> quarter submission. Although at our October meeting the liability owed then was calculated, the amount shown on tonight's report is a corrected amount that reflects the additional 2 months (October and November payroll) that occurred because of tonight's special meeting. So, the amount of \$1767.78 is the new total owed. On page three, the reconciliation and certification you will see that the old amount of \$1003.80 (included in the October, 2022 report) is added back into the account to bring our ending balance in line with the banking. On the right side the banking was adjusted to take into consideration the one outstanding check and the two checks (\$58.12 and \$1.00) which were presented at the bank before tonight's meeting. The uncashed check is for the refund of a citation being paid twice. Lana will check with Sharon about contacting this person. Bank balance as of 12-15-22 is \$36,528.61. **Motion Ron Nowak/Tom Kempen to approve the Financial Report. Voice Vote. Carried.**

**10) Approval of Payments/Checks to be signed. Motion Jeff Zlatohlavek/Dennis Cashman to approve the checks to sign (# 2496-#2516). Voice Vote. Carried.**

**11) New Business:**

**A. Next Court Dates: January 5, 2023, and March 2, 2023, at 3:00 PM.**

**12) Discuss/Action on when the future quarterly meetings of the Brown County Joint Municipal Court Administrative Committee will be held.** This is a good idea, to change this meeting date to March, June, September and December. In fall the municipalities would have this report early, before budget time. And future meetings would not conflict with the Town's Association meetings or convention. **Motion Jeff Zlatohlavek/Dennis Cashman to change the meeting to one month earlier (third Thursday of March, June, September and December). Voice Vote. Carried.**

**13) Adjournment Motion Ron Nowak/Jeff Zlatohlavek to adjourn. Voice Vote. Carried. 7:22 PM.**

Respectfully submitted,

Lana Ossmann, Treasurer/Secretary