

**Minutes 03.16.23**

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

**Town of Green Bay Town Hall, 5999 County Rd K New Franken, WI 54229**

**Thursday, March 16, 2023, at 7:10 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 March 16, 2023, 7:00 PM at the Town of Green Bay Town Hall.
- 2) **Pledge of Allegiance** Recited by all.
- 3) **Affidavit of Posting Roth** (via Lana Ossmann) reported that the agenda was posted at the Town of Green Bay's normal posting places on March 7, 2023, Town of Scott Town Hall door and the Town of Scott Website on March 13, 2023, and on the BCJMC website by Sharon Diedrick on March 11, 2023. **MOTION TOM KEMPEN/JIM OSTERLOH 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 Green Bay Chairman Cary Dequaine and Town of Green Bay Constable Jeff DuBois, Town of Glenmore Chairman Rick Lopnow;; Town of Humboldt Chairman Tim Van Pay and Town of Humboldt Supervisor Jeff Zlatohlavek; Town of Morrison Chair Tom Kempen; Town of Rockland Chair Dennis Cashman; Judge Cletus Hubers; Court Clerk Sharon Diedrick, and Town of Scott Clerk/Treasurer John Roth. Absent: Town of Holland, Town of New Denmark, Town of Wrightstown.
- 5) **Review and approval of previous meeting minutes (December 15, 2022).** Minutes should state 2022 on the fourth line of the minutes, not 2021. **Motion TIM VAN PAY/DENNIS CASHMAN** to approve the minutes of December 15, 2022. Voice Vote. Carried.
- 6) **Judge's Report** Judge Hubers reported:
  - December 2022
    - No court appearances for December
    - No docket for December
    - Two debts forwarded to the State Debt Collection (SDC) WI Dept. of Revenue
  - January 2023
    - Four defendants appeared.
    - Docket: 87 citations/70 defendants
    - No debts forwarded to the State Debt Collection (SDC) WI Dept of Revenue
  - February 2023
    - No court session
    - No docket for February
    - Three debts forwarded to the State Debt Collection (SDC) WI Dept. of Revenue
    - Two defendants Driver License suspended
    - Two debts forwarded to TRIP (Tax Revenue Interceptor Program)

Next court session in May 4, 2023 currently with 46 citations on the docket

- 360 caseloads in 2021
- 470 in caseloads in 2022

a) Job Descriptions:

Hubers: I read it all over, everything is clear. Has everyone had a chance to look this over, this was emailed to the Chairmen ahead of time. Everyone was ok with the job descriptions

7) Clerk of Courts Report

a) Citation Past Due Reports-Options:

We have some debt out that can be pursued. The previous Clerk did not collect from 2015-18, the debts were not collected and not written off: Provided a list by Towns and a list by years, it is a significant amount of money. We can't pursue collecting for the years 2015-2016, but we can go after the debts from 2017-2018. Should we pursue? A letter could be sent, it would just involve Sharon's time 3-4 hours, envelopes, paper, ink and postage. **MOTION TIM VAN PAY/TOM KEMPEN** to write off the 2015-2016 debts and try to collect the debts from 2017-2018. Voice Vote. Carried.

8) **Treasurer/Secretary Report** Ossmann emailed to say that she was sorry that she could not make it, and wanted to say good-bye to Rick and Tom who are retiring from service to the Towns of Glenmore and Morrison, I will miss you. **MOTION CARY DEQUAINE/JIM OSTERLOH** to approve the Treasurer/Secretary Report. Voice Vote. Carried.

9) **2022 Annual Report:** Ossmann emailed this prior to this meeting. **MOTION TOM KEMPEN/DENNIS CASHMAN** to approve the 2022 Annual Report as presented. Voice Vote. Carried.

10) **Financial Report/Review of Income/Expense/Certification.** Ossmann emailed the financial reports prior to the meeting.

Ossmann stated in an email that in case anyone asks about page three \$300.00: There is one correction on the Reconciliation and Certification page that I would like to explain. As I balanced the annual 941 report, I realized that I intended to subtract the extra per payroll Federal deduction of \$300.00 for Diedrick, but I had not done that in December. I had to change the 4<sup>th</sup> quarter amounts of Federal tax withheld from \$1767.78 (shown on the 12-15-23 Accounts Payable Report) to \$1467.78. That is why there is a \$300 addition to the top left box "Financial Report" on the Reconciliation and Certification page now. If you have any questions, please feel free to contact me. 920-655-1271. **MOTION DENNIS CASHMAN/TOM KEMPEN** to approve the Financial Report. Voice Vote. Carried.

11) **Approval of Payments/Checks to be signed. Motion JIM OSTERLOH/CARY DEQUAINE** to approve the checks to sign (# 2517-#2544 and the IRS AUDDO DED). Voice Vote. Carried.

12) **New Business:**

A. **Next Court Dates: May 4, 2023, and July 13, 2023, at 3:00 PM.**

**Discussion of how court hearings are done when offenders plead not guilty.**

**Rick Lopnow said thanks for serving, for the assistance, wisdom.**

13) Adjournment **Motion CARY DEQUAINE/TOM KEMPEN** to adjourn. Voice Vote.  
Carried. 7:40 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "John Roth". The signature is written in a cursive style with a large initial "J" and "R".

John Roth, Clerk of the Town of Scott, acting on behalf of absent BCJMC Treasurer/Secretary Lana  
Ossmann