

Minutes 12.21.23

Brown County Joint Municipal Court Administrative Committee Meeting

Town of Holland Van Abel's, Hollandtown Thursday, December 21, 2023, 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 Thursday, December 21, 2023, 7:05 PM. Town of Holland host and held at Van Abel's in Hollandtown.
- 2) **Pledge of Allegiance** Recited by all.
- 3) **Affidavit of Posting** Ossmann reported that the meeting was posted on the BCJMC website, at the Town of Holland Town Hall and website and at the Town of Scott Town Hall and website. **Motion Mike Van Lanen/Jim Osterloh to approve the affidavit of posting. Voice Vote. Carried.**
- 4) **Attendance/Introductions** Those in attendance introduced themselves. Present were: BCJMC Administrative Committee and Town of Scott Chair Mike Van Lanen; Town of Eaton Chair Jim Osterloh; Town of Glenmore Chair Ron Nowak; Town of Holland Chair Mike Smits; Town of Morrison Chair Gary Koomen; Town of New Denmark Chair William Krueger; Town of New Denmark Supervisor Mike Calewarts; Town of Rockland Chair Dennis Cashman; Judge Cletus Hubers; Clerk of Court Bobbie Christus; Treasurer/Secretary Lana Ossmann and 2 guests. Absent: Town of Green Bay Chair Cary Dequaine, Town of Humboldt Chair Tim Van Pay and Town of Wrightstown Chair William Verbeten.
- 5) **Review and approval of previous meeting minutes (September 21, 2023) Motion Dennis Cashman/Gary Koomen to approve the minutes as presented. Voice Vote. Carried.**
- 6) **Judge's Report** Judge Hubers reported that at the September 21 court there were 118 citations/8 defendants appeared; 37 defaults and 46 stip-paid. No court was held in October. In November there were 107 citations; 2 defendants appeared; 47 defaults; 52 stip-paid 3 plead not guilty and 3 given time to pay (ttp). Gary Koomen requested clarification on the Town of Morrison being charged Attorney fees that had to do with a resident and the court. Discussion followed regarding amending from the bench. All Towns now have given direction to the court that Judge may handle not guilty pleas without sending defendant to town attorney. If there are questions on citations, please contact Bobbie and she will research the citation for you. Time to pay agreement is made if defendant has problems paying the entire amount of the citation. 30 to 90 days has been given, depending on individual circumstances.
- 7) **Court Clerk Report** Court Clerk Christus presented information on the following: 2024 September court date is now September 5th due to a conflict with the Court Clerk Convention; there is a difference between personally serving a citation versus mailing a citation as it relates to action at the court level; parking tickets are being split 50/50 between town and court; \$30 re-open fee explained; \$5 and above overpayments are refunded to defendant; .gov is expected early in 2024; WebRoot program was purchased and installed on Court Clerk phone and computer-Judge phone and tablet-Treasurer/Clerk computer and phone for \$52.74; 314 Calaway citations from 2015/2016 were entered into the system. Morrison would receive income from these IF they were ever collected; Sharon will be back between January 15-April 15, 2024, while Bobbie is gone. There was a great deal of discussion on the court having a credit card. Now there is a 3-month lag of payment to anyone who needs supplies or attends a conference. **Motion Gary Koomen to have Lana pursue obtaining a business Visa credit card with a \$1000 limit and one or two names on the card.** More discussion. Motion withdrawn. **Motion Gary Koomen that credit card bills may be forwarded to Lana. Lana will notify bank signers of the request. Checks will be issued**

**and signed by one of those authorized and payments be made in a reasonable fashion.
Second Mike Van Lanen. Voice vote. Carried.**

8) Treasurer/Secretary Report

- a) **QuickBooks support options** After research it was decided to continue to use Quickbooks, as is. Back-ups are made every time it is used. No on-line updates are needed.
- b) **Alphabetical rotation of Administrative Committee meetings** After reviewing the schedule of how the towns would host if the schedule was changed to alphabetical, **Motion Gary Koomen/Jim Osterloh to make it easier for Lana and to change the host rotation to alphabetical. Voice vote. Carried.**

9) **Financial Report/Review of Income/Expense/Certification** Lana led the discussion on the financial report.

10) **Approval of Payments/Checks to be signed Motion Gary Koomen/Jim Osterloh to approve the financial report and to pay the checks. Voice vote. Carried.**

11) Old Business:

- a) **.gov address progress** Already was addressed with Court Clerk report.
- b) **Cyber Security on monitoring/alerts** Already was addressed with Court Clerk report.

12) New Business:

- a) **Next Court Dates: January 4, 2024 and March 7, 2024, at 3:00 PM**
- b) **Lowering annual fee payments from member towns to BCJMC** Is there a special purpose for the \$30,000.00 CD? Discussed. Member support could possibly be changed. A follow-up will happen at the March meeting when the 2025 Budget is discussed.
- c) **Banking location for BCJMC** After reviewing the simple comparison between the Bank of Luxemburg and the GreenLeaf Bank it was decided to stay with Bank First for court banking.

13) **Q & A (Questions & Answers)** Last page of Court Clerk gives information regarding mileage and/or raises for the court employees. Members requested more specific information for both at the budget discussions in March, 2024. Rockland inquired about a certain citation. Contact Bobbie and she will research for answer. Chair Van Lanen wondered what the members would think about making our meeting time earlier. This item will be on the March agenda. A request for the annual reports to be compiled earlier than when Bobbie returns. Bobbie and Lana will work on them and send them out via email as soon as they are available.

14) **Adjournment Motion Gary Koomen/Ron Nowak to adjourn. Voice Vote. Carried. 8:15 pm.**

Respectfully Submitted,

Lana Ossmann, Treasurer/Secretary
Brown County Joint Municipal Court