

Minutes 09-21-23

Brown County Joint Municipal Court Administrative Committee Meeting

Town of Glenmore Town Hall, 5718 Dickenson Rd De Pere, WI 54115

Thursday, September 21, 2023, at 7:00 PM

- 1) **Call to Order** The regular meeting of the Brown County Joint Municipal Court Administrative Committee was called to order by Chair Van Lanen on Thursday, September 21, 2023, 7:00 PM at the Town of Glenmore Town Hall. Town of Scott Clerk/Treasurer John Roth is taking the minutes tonight due to Lana Ossmann being on vacation.
- 2) **Pledge of Allegiance** Recited by all.
- 3) **Affidavit of Posting:** Roth reported that the meeting agenda was posted at the Glenmore Community Center on September 18, 2023, BCJMC website on September 19, 2023. **Motion MIKE VAN LANEN/WILLIAM VERBETEN to approve the affidavit of posting. Voice Vote. Carried.**
- 4) **Roll Call and Introductions:** Present: 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 Green Bay Chair Cary Dequaine, Town of Holland Chair Mike Smits, Town of Humboldt Chair Tim Van Pay; Town of New Denmark Chair William Krueger; Town of New Denmark Supervisor Mike Calewarts; Town of Rockland Chair Dennis Cashman; Town of Wrightstown Chair William Verbeten; Judge Cletus Hubers; Clerk of Court Bobbie Christus, former Clerk of Court Sharon Diedrick; and Town of Scott Clerk/Treasurer John Roth. Absent: Town of Morrison
- 5) **Welcome to Bobbie Christus, newly appointed BCJMC Court Clerk!** Bobbie gave a brief testimony of her life and experience: Retired from Village of Ashwaubenon, was involved with their Court, etc.
- 6) **Review and approval of previous meeting minutes (June 15, 2023) Motion JIM OSTERLOH /TIM VANPAY to approve the minutes. Voice Vote. Carried.**
- 7) **Judge's Report:**
 - a) Agreement between Municipal Attorney's and Judge to amend: no response from Attorney Sickle.
 - b) Court: Judge Hubers gave the September 2023:
 - June: No court. 50 debts sent to SDC for collection
 - July: 106 Citations, 69 defendants, 15 appearances, 4 hearings (Ruesch Properties was dismissed), 4 pretrials
 - August: No court. 6 defendants entered into SDC
 - c) **2024 Court Dates:** November 9, 2023 January 4, 2024; March 7, 2024; May 2, 2024; July 11, 2024; September 12, 2024; November 7, 2024.
- 8) **Clerk of Courts Report:**
 - Bobbie Christus: passed out documents in regard to the .gov email and cyber security. Proposals were submitted by Wisconsin Imaging and Town Web.
 - Wisconsin Imaging:
 - \$860 one-time charge for the .gov email project
 - \$132 per month for Managed Services as follows:
 - \$58 Managed IT Services and Help Desk Support Services (Remote Management and Monitoring of two work stations; Cloud/Email Service Management of two email accounts)
 - \$30 Cyber Security Services two email accounts (SentinalOne EDR; SaaS Monitoring & Alerts; Advanced Email/Cloud Security; Ms365 Backup Services)
 - \$44 Microsoft 365 Licensing (Microsoft 365 Business Premium two licenses)
 - Christus stated that we would not need the \$44 Microsoft 365 Licensing, so the

total monthly cost would be \$88 per month for Managed IT Services

- Town Web: \$432 per year (\$36 per month) for .gov setup, and monitoring.
 - Bobbie believes that she is able to do the setup for the .gov.
 - Not sure if Town Web Design's \$432 includes cyber security monitoring. Bobbie is waiting to hear a response from Town Web
- Bobbie believes to go with Town Web and herself to set up the .gov.
 - Bobbie would like to go with Town Web for the .gov project, since they are already doing the court's website.

Motion JIM OSTERLOH /CARY DEQUAINE to go with Town Web for the .gov email and domain. Voice Vote. Carried.

9) **Treasurer/Secretary Report: nothing to report**

10) **Financial Report/Review of Income/Expense/Certification.** Roth led the discussion on the June 16 to September 21, 2023 Financial Reports. Expenses (check #92577-2601 and Auto Deductions) total \$15,229.53, deposits total \$12,728.90. Today's ending balance is \$44,591.65.

Motion MIKE VAN LNEN /CARY DEQUAINE to approve the Financial Report as presented. Voice Vote. Carried.

11) **Approval of Payments/Checks to be signed. Motion MIKE VAN LANEN/CARY DEQUAINE to approve the checks to be signed. Voice Vote. Carried.**

12) **Old Business:**

- a) **.gov address for the Court. Monthly Cybersecurity option: .gov address issue discussed and voted on earlier in the meeting. Bobbie to verify if Town Web does cyber security.**
- b) **Complete the 2024 BCJMC Budget Process:** From Osmann's email: A majority of the 10 town boards involved is needed to complete this process. I received written confirmation from 8 out of the 10 prior to leaving on vacation.
- c) **2024 Court Budget Completion.**

MOTION MIKE VAN LANEN/WILLIAM VERBETEN to finish the process to approve the 2024 BCJMC Budget Process. Voice Vote. Carried.

- d) **A check needs to be written to Judge Hubers for annual judges training: \$100 per diem per day (two days); 289 miles \$189.30; \$180 for two nights, total \$569.30.**

Motion MIKE VAN LNEN/CARY DEQUAINE to write a check to Judge Hubers for \$569.30 for the following expenses: \$100 per diem per day (two days); 289 miles \$189.30; \$180 for two nights, total \$569.30. Voice Vote. Carried.

13) **New Business:**

- a) **Next Court Dates:** November 9, 2023 and January 4, 2024 at 3:00 PM; March 7, 2024; May 2, 2024; July 11, 2024; September 12, 2024; November 7, 2024.
- b) **Local Government Investment Pool (LGIP) information. Adopt Resolution if participation is approved. Appoint Full User Rights to authorized person(s) for investment if approved. Guidelines on investment amount if approved.** From Ossmann's email (*in Italics*):

"Local Government Investment Pool (LGIP) information. Adopt Resolution if participation is approved. (Attached, included in the Saturday e-mail and in the packet). Appoint Full User Rights to authorized person(s) for investment if approved. (No special document for that. Full user rights access will allow this person to move funds in and out of the account and make any account changes. The registration instructions for these users will be sent once you receive your new Depositor ID number. Then each user will obtain a Verification Code.)Just include the authorized

names in the minutes) Approve guidelines on investment amount if approved.

The biggest drawback to the LGIP I can see is the fee schedule that Bank First has provided to make the transfers in and out to LGIP. A copy is included with each member packet. I felt that the information provided by Sheila Bowers, Town of Wrightstown Treasurer and Deputy Clerk, did show that the process was not difficult to invest with LGIP if everything was set up at the beginning. See Attached: Pg 1-Steps/Pg 2-Bank First Fees.”

- Ossmann emailed the instructions to set up Participation in the Local Government Investment pool.
- Roth: from Lana’s email, the wiring transfer fees from Bank First National are:
 - \$25 per month for Wire Manager and \$10 per wire or
 - \$25 per month for ACH Manager and \$.25 per transaction or
 - \$30 per transaction for non-online wire
 - \$15 per wire for incoming transactions
- Roth:
 - Personally, I found the LGIP very cumbersome to use at all three municipalities that I have worked at. And I feel that the money transfer costs and hassle outweigh the little bit of interest you would be receiving. Your overall bank balance is between \$36,500-\$47,092. I think the CD option with Bank First National 7 month at 5.02% is the better option.
 - You also have to consider Ossmann’s per hour wage and time in regard to investing, what is easier, what takes less time. Or you could wait until Ossmann gets back from vacation and deal with this at the December 2023 meeting. Just my thoughts, I am only here to take the minutes and offer my opinion and experience.
- MIKE VAN LANEN: then charge the municipalities less, instead of keeping a larger bank account.
- JIM OSTERLOH: used to be with Denmark State Bank, now is Bank First National, maybe look at a different bank. Bank of Luxemburg? Put on the next agenda. Do the seven-month CD with Bank First National.
- Bill Verbeten Town of Wrightstown uses LGIP and it works well. Our bank does not charge much for fees
- JIM OSTERLOH: for now, do the seven-month CD with Bank First National

MOTION TIM VAN PAY/JIM OSTERLOH to open up a seven-month CD for \$30,000 with Bank First National, Lana to check with other Banks for service fees, and revisit this discussion at the December Court meeting. Voice Vote. Carried.

c) Other investment options: already discussed

14) Adjournment Motion DENNIS CASHMAN/MIKE VAN LANEN to adjourn. Voice Vote. Carried. 8:15 PM

Respectfully,

John Roth, Town of Scott Clerk/Treas. for Lana Ossmann, Treasurer/Secretary Brown County Joint Municipal Court