

Minutes 03.21.24

Brown County Joint Municipal Court Administrative Committee Meeting

Town of Morrison Town Hall 3792 Park Rd, Greenleaf, WI 54126 Thursday, March 21, 2024, 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, March 21, 2024, 7:05 PM at the Town of Morrison Town Hall.
- 2) **Pledge of Allegiance** Recited by all.
- 3) **Affidavit of Posting** Ossmann reported that the meeting was posted on the BCJMC website, the Town of Morrison Town Hall and website, the Town of Holland website and at the Town of Scott Town Hall and website. **Motion Mike Van Lanen/Dennis Cashman 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; John Roth, Town of Scott Clerk/Treasurer; Town of Eaton Chair Jim Osterloh; Town of Morrison Chair Gary Koomen; Town of New Denmark Supervisor Mike Calewarts; Town of Rockland Chair Dennis Cashman; Judge Cletus Hubers; Clerk of Court Sharon Diedrick; Treasurer/Secretary Lana Ossmann and 2 guests. Absent: Town of Glenmore Chair Ron Nowak, Town of Holland Chair Mike Smits and Town of Wrightstown Chair William Verbeten.
- 5) **Review and approval of previous meeting minutes (December 21, 2023) Motion Gary Koomen/Cary Dequaine to approve the minutes as presented. Voice Vote. Carried.**
- 6) **Judge's Report** Judge Hubers reported that at the January 2024 court there were 62 citations 2 citations heard regarding a juvenile; 2 citations withdrawn; 2 citations dismissed and 3 citations scheduled for trial 03-07-2024. 0 Sent into SDC. 0 Suspensions sent to DOT. No court session in February. **Motion Gary Koomen/Cary Dequaine to approve the Judge's report. Voice Vote. Carried.**
- 7) **Court Clerk Report** Court Clerk Diedrick presented information on the following: The adjudication reports for January and March 2024 as printed. They show names, location, charge description and cost for citations written for that court date. The single sheet, half printed both in Spanish and English are given to defendants by Brown County Sherriff Officers at the time of a citation. The actual citation has only the P O Box address of the court on it. This half sheet gives detailed instructions on how to pay or appear in court. If everyone read the document there should be no trouble. Ossmann reported that the Town of Glenmore Chair, Ron Nowak, had agreed that it would help if some type of a message would be always posted on the front door of the Community Center (in both Spanish and English) explaining that the court is NOT in session. Including a phone number to call would be great. When the court is in session the message would be taken down. Court Clerk will work on wording for the poster. Other questions were raised: Who issues citations? A: Brown County Officers are hired by Towns or Towns write citations for ordinance violations. Officers work on their off times, with a county squad car for

amounts of time as decided by the individual towns. Officers are booked up and a presently unserved town was not able get on a schedule with them. **Motion Mike Van Lanen/Cary Dequaine to approve the Court Clerk's report. Voice Vote. Carried.**

- 8) **Treasurer/Secretary Report** Ossmann had nothing to report.
- 9) **2025 Annual Report** Just one correction noted by Ossmann. The J Ryan Bonding item on the lower part of the second page should be moved to the first page under the Judge expense. Treasurer/Secretary bond is being paid tonight. **Motion Gary Koomen/Jim Osterloh to approve the 2025 Annual Report. Voice Vote. Carried.**
- 10) **Financial Report/Review of Income/Expense/Certification. Approval of Payments/Checks to Be Signed.** Lana led the discussion on the financial report. Of special note was the last page Amendments box. One additional check was written out to J Ryan Bonding (ck# 2669) for the Treasurer/Secretary Bond due now. Also, Ck # 2663 was voided because of an incorrect amount (\$1003.61). Reissued ck # 2670 to the State of WI for \$1033.61. Both items will be recorded at the top of our next meeting financial report. **Motion Mike Van Lanen/Dennis Cashman to approve the financial report and to pay the checks. Voice vote. Carried.**
- 11) **Old Business:**
 - a) **.gov address progress** More information to follow when Bobbie gets back.
- 12) **New Business:**
 - a) **Next Court Dates: May 2, 2024 and July 11, 2024 at 3:00 PM**
 - b) **Discussion and Possible Action Regarding BCJMC Court Day Security.** Observations were made at the last court held. Discussion on 1) Is the Br Co Officer/Bailiff close enough to protect the Judge and others in front? 2) What about the covering on the windows? Only the west ones have blinds. 3) What about Lana taking the cash out? Could it be a danger? Could the money be stored in the filing cabinet until the next day?
Answers: Other courts do have an officer at the front, off to the side. Some courts might have two officers on hand. Our officer originally stood in the back. His placement now should be fine. 2) Coverings will be looked at for the other Community Center windows that the court could bring along and take back with them. Good for security and for privacy of the court. 3) Lana does not have a key for the Community Center to retrieve the deposit if we put it into the file safe. Judge, Court Clerk and Treasurer/Secretary all park in the back, walk out together and get to their cars. Officer is there until everyone leaves. Lana feels safe to be in the locked car with the banking. If there is time she goes directly to the bank the same day or she takes the deposit to the bank the next day. Thanks for the questions and the concern.
 - c) **Certificate of Deposit Matures 5-2-2024** Discussion on options. **Motion Jim Osterloh/Mike Van Lanen to allow the CD to be renewed for another 7 months. On December 2, when it matures again, take it out of the CD so it is available. Voice vote. Carried.**
 - d) **2025 Budget** Lana pointed out that this current version will be updated with more information at the beginning of June and will be ready for the June meeting. The purpose for bringing the budget forward tonight is to see the 2023 Annual Report numbers entered and to discuss wage and mileage. The graph on the last page of the budget compiled by Bobbie plus the two-page analysis of surrounding court activity/pay compiled by Sharon were reviewed. After discussion the

following numbers on the budget were accepted for salaries: \$29.00 per hour for Court Clerk and \$21.00 per hour for Treasurer/Secretary. Mileage amounts were increased slightly to allow for the rate for mileage to change at the end of 2024.

- e) **Start Time for BCJMC Administrative Committee Meetings. Motion Mike Van Lanen/Gary Koomen to allow start the BCJMC Administrative meetings at 6:00 PM.**

Voice vote. Carried.

- f) **QuickBooks Renewal** John Roth, Town of Scott Clerk/Treasurer, presented information on QuickBooks upgrade to the cloud-based option. After much discussion regarding technology and QuickBooks in particular, **Motion Jim Osterloh/Cary Dequaine to accept the plan to get Simple Start @ \$360 per year. Voice vote. Carried.**

13) Q & A (Questions & Answers) 1) Question was raised on the Court Credit Cards. It was pointed out that the action taken at the last meeting directed Lana to not apply for a credit card. Instead, if there is a large invoice on supplies that needs to be paid before the next meeting, Lana would get a check ready and one of the signers could approve the expense and sign the check for payment. 2) Question on how a town would be able to know if citations are paid so that they can keep an eye out for repeat offenders that have not paid earlier citations. Sharon described a report that could be generated for this purpose. It would have all towns listed with defendant last names in alphabetical order. She will include such a report in future messages to the towns. 3) Could town board members be in trouble if they let out information regarding citations, etc? Sharon explained that the report she was talking about is the one they used to supply to the newspapers for printing (if they had room to do so). All this information is public record. C-Cap was mentioned, but that website does not contain records on the type of citations that are handled through this court.

14) Adjournment Motion Gary Koomen/Jim Osterloh to adjourn. Voice Vote. Carried.

Respectfully Submitted,

Lana Ossmann, Treasurer/Secretary
Brown County Joint Municipal Court