

Business Meeting Agenda
Brown County Joint Municipal Court Administrative Committee Meeting
Van Abel's of Hollandtown
8108 County Hwy D Kaukauna, WI 54130
Thursday, December 21, 2023 at 7:00 PM

The Court Administrative Committee, comprised of representatives of the ten Towns that are members of the Brown County Joint Municipal Court, will hold a meeting on Thursday, December 21, 2023 at
Van Abel's of Hollandtown 8108 County Hwy D Kaukauna, WI 54130

Please Note: Each municipality must have a representative in attendance at all meetings. If for some reason you will not be there, please call Treasurer/Secretary Ossmann @ 920-655-1271.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Affidavit of Posting
- 4) Attendance/Introductions.
- 5) Review and approval of previous meeting minutes (September 21, 2023)
- 6) Judge's Report
 - a) Agreement between Municipal Attorney's and Judge to amend.
- 7) Court Clerk Report
 - a) September 5, 2024 is new court date that changed due to convention.
 - b) Citations mailed rather than 'served' explained.
 - c) 50/50 split on parking tickets.
- 8) Treasurer/Secretary Report
 - a) Quickbooks support options.
 - b) Alphabetical rotation of Administrative Committee meetings.
- 9) Financial Report/Review of Income/Expense/Certification.
- 10) Approval of Payments/Checks to be signed.
- 11) Old Business:
 - a) .gov address progress.
 - b) Cyber Security on monitoring/alerts.
- 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.
 - c) Banking location for BCJMC.
- 13) Q & A (Questions & Answers)
- 14) Adjournment

Next meeting to be held at the Town of Morrison, March 21, 2024.
An updated agenda may be posted 24 hours before the meeting time.

Meeting rotation:

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March 21, 2024 Town of Morrison
June 20, 2024 Town of Rockland
September 19, 2024 Town of Humboldt
December 19, 2024 Town of Eaton
March 20, 2025 Town of Wrightstown

June 19, 2025 Town of Scott
September 18, 2025 Town of Green Bay
December 18, 2025 Town of New Denmark
March 19, 2026 Town of Glenmore
June 18, 2026 Town of Holland



Lana Ossmann, Treas/Sec for Br. Co. Jt. Municipal Court, on behalf of Mike
Van Lanen, Chair, Court Administrative Committee & Town of Scott