

Minutes 03-20-25

Brown County Joint Municipal Court Administrative Committee Meeting

Town of Eaton Town Hall 3063 S County Rd T Green Bay, WI 54211

- 1) **Call to Order** By BCJMC Chair Mike Van Lanen
- 2) **Pledge of Allegiance** Recited by all
- 3) **Affidavit of Posting** Ossmann reported that the meeting was posted at the Glenmore Community Center, Eaton Town Hall and on the BCJMC website. **Motion Mike Van Lanen/Dennis Cashman to accept the affidavit of posting. Voice Vote. Carried.**
- 4) **Attendance/Introductions** Those in attendance introduced themselves. Present: Town of Eaton Chair Jim Osterloh; Town of Glenmore Chair Ron Nowak; Town of Green Bay Chair Cary Dequaine; Town of Holland Supervisor, Tom Vande Wetering; Town of Humboldt Chair Tim Van Pay; Town of New Denmark Supervisor Mike Calewarts; Town of Rockland Chair Dennis Cashman; Town of Scott Chair Mike Van Lanen; Judge Cletus Hubers; Interim Clerk of Court Sharon Diedrick; Treasurer/Secretary Lana Ossmann and 4 guests. Absent: Town of Morrison Chair Gary Koomen and Town of Wrightstown Chair Bill Verbeten.
- 5) **Meeting Minutes (December 19, 2024)** **Motion Cary Dequaine/Tim Van Pay to accept the minutes. Voice Vote. Carried.**
- 6) **Judge's Report** Because of the current absence of Judge Hubers. **Motion by Mike Van Lanen/Tom Vande Wetering to fit Cletus in after he arrives. Voice Vote. Carried.**
- 7) **Court Clerk Report** Sharon directed the Administrative Committee to the handout showing Past Due amounts on citations with a total shown for each Town. Q: About how the SDC operates. A: If there is money, the State Debt Collection will go after it. Sometimes citations submitted are held until it is a dead collection and then the SDC refers the citation back to the court. Timing on that could be 6 months to 10 years. **Motion Ron Nowak/Cary Dequaine to accept Court Clerk's report. Voice Vote. Carried.**
- 8) **Treasurer/Secretary Report** Ossmann reported that Microsoft is cutting some services. Skype calling and MS Publisher are things not being used, so these cuts won't matter with the court operation. **Motion Jim Osterloh/Cary Dequaine to accept the Treasurer/Secretary report. Voice Vote.**
- 9) **2024 Annual Report** **Tom Vande Wetering/Ron Nowak to accept the 2024 Annual Report. Voice Vote.**
- 10) **Financial Report Review of Income/Expense/Certification. Approval of Payments and Checks to be Signed.** Ossmann reported that one Amendment was made to the original report emailed earlier. Ck# 2775 was voided due to the wrong amount issued. New Ck# 2790 issued as a replacement with the correct amount as noted. **Motion Jim Osterloh/Cary Dequaine to accept financial reports and approve payments. Voice Vote. Carried.**
- 11) **Old Business:**
 - a) **Report on member Town Board action regarding the Village of Greenleaf becoming part of the BCJMC. If positive, discuss/act on Village of Greenleaf member fees. Enlist legal help to amend BCJMC official agreement to list Village of Greenleaf as member?** Ossmann reported that all 10 current member Town Boards have either sent over the approval certification form or have held meetings to approve. If amendments are made for this inclusion, she and Bobbie would be able to handle that. **Motion Jim Osterloh/Tim Van Pay to pro-rate the first year of member dues for the Village of Greenleaf. Voice Vote. Carried. Motion Jim Osterloh/Cary Dequaine to set April 1, 2025, as the date the Village of Greenleaf becomes a member. Voice Vote. Carried.** Therefore, the first year of pro-rated membership would be \$1125.00.

- b) **Discuss/act on future handling of Court Costs beginning with the 2026 Budget.** The handout regarding court costs was discussed. Some voiced reluctance to forfeit \$16.50 per citation. Others were interested in more information regarding having Brown County Officers patrolling in their townships. Ideas exchanged. It is suggested that if more towns participated in contracting for officers to patrol, better numbers could be obtained for review. **Motion Tom Vande Wetering/Jim Osterloh to table issue until next meeting. Voice Vote. Carried.**

- 12) **Discuss funding options for future budgets. Options for generating more citations. Other ideas.** Per Ossmann, this item discussion was included with 13(b)

At this time the agenda was moved back to Agenda Item #6) Judge's Report
Judge Hubers reported:

January 2, 2025		March 5, 2025
4	Appeared	5
26	Paid prior to Court Date	31
13	Defaulted	12
48	On court calendar	48

There was a case in March that will be returning in May because it is not finished.

The Judge's ability to amend from the bench was discussed. Frequently, a case request from a defendant is for the Judge to help regarding points being assessed on a traffic violation. **Motion Cary Dequaine/Dennis Cashman to accept Judge's report. Voice Vote. Carried.** Short Discussion on what happens when an officer is on duty at a town but gets called to assist elsewhere. Jurisdiction handling the request for assistance most likely handles the costs related to such assistance as requested.

13) **New Business:**

- a) **Next Court Dates: Court Dates for 2025: May 1, 2025 and July 3, 2025 at 3:00 PM**
- b) **Report on response from Village of Denmark regarding possible BCJMC membership.** Ossmann read letter from Susan Selner that has indicated the Village of Denmark has withdrawn their interest in joining the BCJMC.
- c) **Discuss/take action on Vice Chair position. Vice Chair will conduct meeting in the absence of the appointed Chair. Possibly appoint Host Chairman of quarterly meeting as Vice Chair? Motion Jim Osterloh/Cary Dequaine to appoint Dennis Cashman as the Vice Chair. Voice Vote. Carried.**

- 14) **Q & A (Questions & Answers)** More discussion on the SDC recovering past due citations. Information dispensed on the Town of Morrison/Calaway outstanding citations.

- 15) **Adjournment Motion Cary Dequaine/Ron Nowak to adjourn. Voice Vote. Carried. 7:02 PM**

Respectfully submitted,

Lana Ossmann, Treasurer Secretary
Brown County Joint Municipal Court