Minutes 06-18-26
Brown County Joint Municipal Court Administrative Committee Meeting
Town of Holland Town Hall 1293 Holland Rd. Greenleaf, WI 54126

1) **Call to Order** The quarterly meeting of the Brown County Joint Municipal Court Administrative Committee was called to order Vice Chair Dennis Cashman on Thursday, June 18, 2026, 6:00 PM at The Town of Holland Town Hall.
2) **Pledge of Allegiance** Recited by all.
3) **Affidavit of Posting** Ossmann reported that the meeting was posted by Clerk Jaime Fuge, Clerk Dawn Matzke, Court Clerk Sharon Diedrick and host Clerk Gloria Kennedy. **Motion Bill Verbeten/Jim Osterloh to approve the affidavit of posting. Voice Vote. Carried.**
4) **Attendance/Introductions** Those in attendance introduced themselves. Present were: BCJMC Vice Chair and Town of Rockland Chair Dennis Cashman; Town of Eaton Chair Jim Osterloh; Village of Greenleaf President Bonnie Crossman; Town of Holland Chair Mike Smits; Town of Humboldt Chair Tim Van Pay; Town of New Denmark Supervisor Mike Calewarts; Town of Scott Supervisor Debbie VandenLangenberg; Town of Wrightstown Chair Bill Verbeten; Judge Cletus Hubers; Clerk of Court Sharon Diedrick; Treasurer/Secretary Lana Ossmann. Audience: Gloria Kennedy. Absent: Town of Glenmore Chair Ron Nowak; Town of Morrison Chair Gary Koomen.
5) **Public Comment** None.
6) **Meeting Minutes (**March 19, 2026**)** **Motion Dennis Cashman/Bonnie Crossman to approve the minutes as presented. Voice Vote. Carried.**
7) **Judge's Report** Judge Hubers reported:

March 5, 2026

88 Citations
5 Appeared in Court
47 Paid prior to court-No Contest Plea
1 Pre-trial Town of Scott
35 No Contest by default judgement

No Court Session in April

May 7, 2026

58 Citations
2 Appeared in Court
33 Paid prior to court-No Contest Plea
2 Pre-trial Town of Scott (Tilot)
21 No Contest by default judgement

Next Court date is July 2, 2026

97 Citations
Initial Appearance 96 Citations
2nd initial appearance 1 citation (Samantha Smith)

Judge Hubers answered questions. He asked if the Town of Wrightstown and the Village of Greenleaf have discussed with their attorney that he can amend from the bench. Sharon will follow-up with town and village lawyer to get written confirmation. He also pointed out the issues surrounding the highway construction on CE and the traffic issues there. Chair Smits of Holland will reply to any comments regarding those issues. **Motion Tim Van Pay/Mike Calewarts to approve the Judge's report. Voice vote. Carried.**

8) **Court Clerk Report** Court Clerk Diedrick thanked all municipalities, especially Clerks, for responding so quickly to her request to have everyone adopt the change of court fees from $38 to $48. She answered the question of attorney involvement in a pre-trial. Also, she will not be attending the Court Clerk Convention this year. She will attend in 2027. **Motion Tim Van Pay/Bonnie Crossman to approve the Court Clerk's report. Voice vote. Carried.**

9) **Treasurer/Secretary Report** Ossmann had nothing to report.

10) **Financial Report/Review of Income/Expense/Certification Approval of Payments/Checks to be signed.** Ossmann led the discussion on the financial reports. She pointed out that the corrected amount on the certification page reflects the actual Accounts Payable, not the amount on the version emailed last week. Dennis Cashman mentioned that the May, 2026 citation total for Rockland is not listed on the report. Ossmann will correct. **Motion by Dennis Cashman/Tim Van Pay, on the Accounts Payable, to list the $46.50 for the Town of Rockland and then to approve the financial report. Voice vote. Carried. Motion by Bill Verbeten/Mike Smits to pay the bills. Voice vote. Carried.**

11) **New Business:**

a) **Next Court Dates: July 7, 2026 (Correct to July 2, 2026) and September 3, 2026 at 3:00 PM**

b) **Annual increase in wages. Regular increase in Salary as allowed by WI State Statutes.** Discussion regarding annual/regular increases in salary and wages for BCJMC employees. In the 2024 Budget the hourly for the Court Clerk and Treasurer/Secretary were increased. Judge salary adjustments follow WI Stats. 755.04. Judge has not had an adjustment for some time. Administrative Committee discussion followed. Bi-annual review of salary and wages, that coincides with the year of town officials being elected, was suggested. **Motion by Jim Osterloh/Bill Verbeten, that everyone receives 5 % for the 2027 Budget. Voice vote. Carried.**

c) **2027 Annual Budget** Administrative Committee reviewed the budget, the illustration on the court CD, expected end of year deficit and possible options to cover the projected shortfall. Raising the annual dues, division of court costs and allowing other municipalities to be a part of the court were discussed. **Motion by Dennis Cashman/Jim Osterloh to increase 2027 Dues to $2500 per municipality. Voice vote. Carried.**

Sharon was directed to have discussions with other municipalities regarding joining BCJMC and to report back at our next meeting in September.

A new illustration of how court costs could affect income for BCJMC will be created and brought to the September meeting for discussion also.

d) **Certificate of Deposit maturing on 8-24-26** **Motion Jim Osterloh, Bill Verbeten to put the CD cash into the checking account. Voice Vote. Carried.**

12) **Q & A (Questions & Answers)** Brief conversation regarding increasing the citations being issued in the town as traffic officers are present.

13) **Adjournment** **Motion Jim Osterloh/Dennis Cashman to adjourn. Voice Vote. Carried.**

Respectfully Submitted,

Lana Ossmann, Treasurer/Secretary
Brown County Joint Municipal Court