

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Joint Municipal Court Committee
DATE OF MEETING: April 19, 2018 (Thursday)
PLACE OF MEETING: City Hall – 415 Main Street (Room 112)
TIME OF MEETING: 3:30 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call.
2. Approval of minutes from the previous meeting
3. Public Input (Limited to 3 minutes/individual)

Consideration and possible action on the following items:

4. Nomination and Election of Chair
5. Nomination and Election of Vice Chair
6. Announce Police Chief Member based on rotation-Village of Holmen
7. Clerk of Court:
 - a. Monthly/Quarterly Scorecard
 - b. Update Regarding State Debt Collection (SDC)
8. Finance Department:
 - a. Financials
 - b. Account Receivables as of 03-31-2018
 - c. Update regarding State Debt Collection (SDC)
 - d. Joint Municipal Court Cases Not Dismissed
 - e. Update Regarding Software Implementation
 1. Content Manager \$6,328
 2. Incode Scheduler \$\$5,100 less \$2,550 Non budgeted
 3. Server upgrade \$896 less \$448 Non budgeted
9. Consideration of a request from City of Onalaska Alderperson to change meeting time
10. Next meeting date – July 19, 2018
11. Adjournment

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Joe Chilsen	*Teresa Schnitzler–West Salem–Vice Chair, Alternate–Chief Ashbeck
Ald. Jim Binash	*Carroll Vizecky –Shelby, Alternate – Sean Horton
Ald. Jim Olson	*Scott Alo - Bangor, (rotating Chief) Alternate – Shelly Miller
Ald. Jerry Every	*Scott Heinig– Holmen–Chair, Alternate– Shane Collins
Ald. Ron Gjertsen	*Drew Gavrilos - Chief of Campbell
Ald. Kim Smith	*Cassie Hanan – Campbell, Alternate – Lee Weis
Ald. Daine Wulf	*Linda Young- Rockland, Stephanie Rowell – Rockland Designee
City Attorney City Administrator	*Michael Hoffman – Holland, Alternate – Kathy Warzynski
La Crosse Tribune Dept Heads	*Linda Seidel-Town of Medary
Coulee Courier	*Joseph Davis – City of Onalaska Member
WPTY WLXR WLAX WKBT WXOW FOX	John Brinckman–Municipal Court Judge Fred Buehler – Finance Director
Omni Center Onalaska Public Library	Hildie McIntyre – Municipal Court Supervisor

*Committee Members

Date Notices Mailed and Posted: 4-13-18

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.



City of Onalaska

Balance Sheet Account Summary

As Of 04/12/2018

JMC-8a
Fixed
4-12-18

Account	Name	Balance
Fund: 208 - JOINT MUNICIPAL COURT		
Assets		
208-11100	CASH	219,395.62
208-12100	TAXES RECEIVABLE	0.00
208-13100	OTHER ACCOUNTS RECEIVABLE	500.00
208-13103	A/R - ONALASKA	475,397.76
208-13106	A/R - BANGOR	37,811.20
208-13110	A/R - CAMPBELL	63,881.95
208-13112	A/R HOLMEN	175,701.51
208-13114	A/R - ROCKLAND	0.00
208-13116	A/R - SHELBY	11,936.22
208-13117	A/R - WEST SALEM	75,663.79
208-13120	ALLOWANCE FOR UNCOLLECTIBLE COURT	0.00
	Total Assets:	1,060,288.05
		<u>1,060,288.05</u>
Liability		
208-21100	ACCOUNTS PAYABLE	0.00
208-21110	AP PENDING (DUE TO POOL)	-118.26
208-21511	FICA W/H	0.00
208-21512	FEDERAL W/H	0.00
208-21513	STATE W/H - WI	0.00
208-21515	FICA W/H - MEDICARE	0.00
208-21520	RETIREMENT W/H	0.00
208-21528	BC/BS HEALTH INS	0.00
208-21529	HEALTH INS W/H (EMPL. HEAL. INS. CO.)	0.00
208-21530	HEALTH INS	0.00
208-21531	CANCER INS	0.00
208-21533	HEALTH/DENTAL/LIFE INS PREMIUMS	0.00
208-21534	MEDICAL & DEP CARE - SECT. 125	0.00
208-21535	WI-RETIREMENT SYSTEM (P.T.EE)	0.00
208-21540	UNITED WAY	0.00
208-21560	COMMUNITY CREDIT UNION W/H	0.00
208-21570	UNION DUES	0.00
208-21571	LOCAL 150 UNION DUES W/H	0.00
208-21572	1ST FINANCIAL SVGS.	0.00
208-21573	DEFERRED COMPENSATION	0.00
208-21581	SUPPORT PAYMENTS	0.00
208-21700	ACCRUED WAGES	0.00
208-22220	BAIL BOND PAYMENTS	0.00
208-22229	PARTIAL PAYMENT-VARIOUS	3,762.57
208-24340	CITATIONS	924.86
208-24341	CITATIONS DUE ST./CO./CITY	0.00
208-26000	DEFERRED REVENUE	0.00
208-26001	DEFERRED REVENUE - JMC FINES	840,392.43
	Total Liability:	844,961.60
Equity		
208-34100	FUND BALANCE	164,280.08
	Total Beginning Equity:	164,280.08
Total Revenue		136,819.28
Total Expense		85,772.91
Revenues Over/Under Expenses		<u>51,046.37</u>
Total Equity and Current Surplus (Deficit):		215,326.45
Total Liabilities, Equity and Current Surplus (Deficit):		<u>1,060,288.05</u>



City of Onalaska

Budget Report Account Summary

For Fiscal: 2018 Period Ending: 04/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 208 - JOINT MUNICIPAL COURT							
Revenue							
208-00000-41110	GENERAL PROPERTY TAXES	65,972.00	65,972.00	0.00	65,972.00	0.00	0.00 %
208-00000-45111	FINES/FORFEITURES	0.00	0.00	0.00	49,649.44 <i>OE</i>	49,649.44	0.00 %
208-00000-45113	COURT COST - DUE TO JOINT	66,000.00	66,000.00	0.00	19,221.64 <i>OE</i>	-46,778.36	70.88 %
208-00000-46001	DANCE RECIEPTS	0.00	0.00	0.00	0.00	0.00	0.00 %
208-00000-46120	SALES MATERIALS & SUPLS	0.00	0.00	0.00	0.00	0.00	0.00 %
208-00000-46424	CONTRIBUTIONS FROM TOWNS/VI	48,404.00	48,404.00	0.00	1,500.00	-46,904.00	96.90 %
208-00000-48000	MISCELLANEOUS INCOME	0.00	0.00	30.00	476.20	476.20	0.00 %
208-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
208-00000-48700	SALES	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	180,376.00	180,376.00	30.00	136,819.28	-43,556.72	24.15 %
Expense							
208-51200-110	SALARIES - REGULAR	61,848.00	61,848.00	2,365.56	16,558.92	45,289.08	73.23 %
208-51200-120	WAGES - REGULAR	14,378.00	14,378.00	549.16	3,882.11	10,495.89	73.00 %
208-51200-124	WAGES - PERM PT	39,974.00	39,974.00	672.44	9,865.71	30,108.29	75.32 %
208-51200-125	OVERTIME - PERM PT	0.00	0.00	0.00	0.00	0.00	0.00 %
208-51200-126	WAGES TEMP./SEAS.	0.00	0.00	0.00	0.00	0.00	0.00 %
208-51200-150	FICA	8,889.00	8,889.00	254.53	2,197.16	6,691.84	75.28 %
208-51200-151	RETIREMENT (WRS)	6,177.00	6,177.00	240.32	1,499.07	4,677.93	75.73 %
208-51200-152	HEALTH INSURANCE	21,358.00	21,358.00	1,779.87	7,119.48	14,238.52	66.67 %
208-51200-153	DENTAL INSURANCE	1,723.00	1,723.00	0.00	413.91	1,309.09	75.98 %
208-51200-154	LIFE INSURANCE	29.00	29.00	6.00	12.00	17.00	58.62 %
208-51200-225	PHONE/INTERNET/CABLE	700.00	700.00	48.59	327.56	372.44	53.21 %
208-51200-240	SOFTWARE MAINTENANCE CONTR	7,396.00	7,396.00	0.00	6,750.69	645.31	8.73 %
208-51200-241	EQUIPMENT MAINTENANCE CONT	192.00	192.00	0.00	0.00	192.00	100.00 %
208-51200-290	OTHER CONTRACTUAL SERVICES	2,862.00	2,862.00	193.40	840.88	2,021.12	70.62 %
208-51200-291	TRANSCRIPTION CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00 %
208-51200-310	OFFICE SUPPLIES	650.00	650.00	0.00	0.00	650.00	100.00 %
208-51200-311	POSTAGE	2,000.00	2,000.00	318.56	706.53	1,293.47	64.67 %
208-51200-312	COPY USAGE & PAPER	854.00	854.00	29.53	66.15	787.85	92.25 %
208-51200-320	SUBSCRIPTIONS & DUES	930.00	930.00	0.00	740.00	190.00	20.43 %
208-51200-323	GENERAL ADVERTISING	20.00	20.00	0.00	0.00	20.00	100.00 %
208-51200-330	SEMINARS, CONF & TRAVEL	1,465.00	1,465.00	414.11	414.11	1,050.89	71.73 %
208-51200-340	OPERATING SUPPLIES	2,003.00	2,003.00	0.00	0.00	2,003.00	100.00 %
208-51200-341	PRINTING & FORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
208-51200-393	FINES/FORFEITURES (T/C/V)	0.00	0.00	9,093.89	38,103.49	-38,103.49	0.00 %
208-51200-397	MISC. EXPENSE	0.00	0.00	570.69	-50.00	50.00	0.00 %
208-51200-510	INS - WORKERS COMP	300.00	300.00	0.00	59.75	240.25	80.08 %
208-51200-810	GENERAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00 %
208-51200-813	TECH. OUTLAY -JMC	6,328.00	6,328.00	347.40	347.40	5,980.60	94.51 %
	Expense Total:	180,376.00	180,376.00	16,884.05	89,854.92	90,521.08	50.18 %
	Fund: 208 - JOINT MUNICIPAL COURT Surplus (Deficit):	0.00	0.00	-16,854.05	46,964.36	46,964.36	0.00 %
	Report Surplus (Deficit):	0.00	0.00	-16,854.05	46,964.36	46,964.36	0.00 %

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 38,103.49 \\
 11,545.95 \text{ HELD} \\
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 49,649.44
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JMC-8a
7/10
4/9/18

Joint Municipal Court
Monthly Summary
Total - All Municipalities

Month	Forfeitures	Court Costs Due City	Monthly Total
Jan-18	\$11,545.95	\$4,529.75	\$16,075.70
Feb-18	\$15,242.49	\$6,184.45	\$21,426.94
Mar-18	\$22,861.00	\$8,507.44	\$31,368.44
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total	\$49,649.44	\$19,221.64	\$68,871.08

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Joint Municipal Court

Monthly Summary

City of Onalaska

Month	Forfeitures	Court Costs Due City	Monthly Total
Jan-18	\$6,562.68	\$2,442.64	\$9,005.32
Feb-18	\$9,822.69	\$3,398.73	\$13,221.42
Mar-18	\$13,767.11	\$4,577.98	\$18,345.09
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total	\$30,152.48	\$10,419.35	\$40,571.83

Joint Municipal Court

Monthly Summary

Village of Bangor

VILLA800

Month	Forfeitures	Court Costs Due City	Monthly Total
Jan-18	\$185.00	\$99.00	\$284.00
Feb-18	\$440.00	\$201.00	\$641.00
Mar-18	\$1,104.61	\$524.00	\$1,628.61
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total			

Joint Municipal Court

Monthly Summary

Town of Campbell

TOWNC871

Month	Forfeitures	Court Costs Due City	Monthly Total
Jan-18	\$968.49	\$415.51	\$1,384.00
Feb-18	\$940.36	\$606.87	\$1,547.23
Mar-18	\$1,239.63	\$570.05	\$1,809.68
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total			

Joint Municipal Court

Monthly Summary

Village of Holmen

VILLA890

Month	Forfeitures	Court Costs Due City	Monthly Total
Jan-18	\$2,250.16	\$908.00	\$3,158.16
Feb-18	\$2,283.82	\$1,064.55	\$3,348.37
Mar-18	\$4,151.09	\$1,758.41	\$5,909.50
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total			

Joint Municipal Court

Monthly Summary

Town of Shelby

TOWNS874

Month	Forfeitures	Court Costs Due City	Monthly Total
Jan-18	\$525.00	\$132.00	\$657.00
Feb-18	\$510.00	\$244.00	\$754.00
Mar-18	\$510.87	\$251.00	\$761.87
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total			

Joint Municipal Court
Monthly Summary
Village of West Salem

VILLA897

Month	Forfeitures	Court Costs Due City	Monthly Total
Jan-18	\$1,054.62	\$532.60	\$1,587.22
Feb-18	\$1,245.62	\$669.30	\$1,914.92
Mar-18	\$2,087.69	\$826.00	\$2,913.69
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total			

JMC-86

2018 YEAR END REPORT

ACCOUNTS RECEIVABLE BY MUNICIPALITY
 APPLIES TO CITATIONS ISSUED 1/1/12 TO 03/31/18
 Prepared by Finance Dept.

AGENCY	FINES ASSESSED AS OF 03/31/18	FINES COLLECTED AS OF 03/31/18	FINES OUTSTANDING AS OF 03/31/18			PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 196,390.91	\$ 159,323.17	\$ 37,067.74			81.13%
CAMPBELL	\$ 225,756.96	\$ 159,439.70	\$ 66,317.26			70.62%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 521,012.59	\$ 347,367.43	\$ 173,645.16			66.67%
ONALASKA	\$ 1,623,881.71	\$ 1,139,982.24	\$ 483,899.47			70.20%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 88,224.19	\$ 77,148.86	\$ 11,075.33			87.45%
WEST SALEM	\$ 314,808.81	\$ 241,970.79	\$ 72,838.02			76.86%
TOTALS	\$ 2,970,075.17	\$ 2,125,232.19	\$ 844,842.98	\$ -	\$ -	71.55%

REPORT OF JUVENILE/MINOR FINES

AGENCY	FINES ASSESSED AS OF 03/31/18	FINES COLLECTED AS OF 03/31/18	FINES OUTSTANDING AS OF 03/31/18			PERCENTAGE COLLECTED TO DATE
BANGOR			\$ -			#DIV/0!
CAMPBELL			\$ -			#DIV/0!
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN			\$ -			#DIV/0!
ONALASKA			\$ -			#DIV/0!
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY			\$ -			#DIV/0!
WEST SALEM			\$ -			#DIV/0!
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

REPORT AFTER JUVENILE/MINOR FINES HAVE BEEN REMOVED

AGENCY	FINES 03/31/2018	MINUS UNPAID JUVENILE/MINOR	FINES OUTSTANDING AS OF 03/31/18			PERCENTAGE COLLECTED
BANGOR	\$ 196,390.91	\$ 159,323.17	\$ 37,067.74			81.13%
CAMPBELL	\$ 225,756.96	\$ 159,439.70	\$ 66,317.26			70.62%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 521,012.59	\$ 347,367.43	\$ 173,645.16			66.67%
ONALASKA	\$ 1,623,881.71	\$ 1,139,982.24	\$ 483,899.47			70.20%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 88,224.19	\$ 77,148.86	\$ 11,075.33			87.45%
WEST SALEM	\$ 314,808.81	\$ 241,970.79	\$ 72,838.02			76.86%
TOTALS	\$ 2,970,075.17	\$ 2,125,232.19	\$ 844,842.98	\$ -	\$ -	71.55%

2017 YEAR END REPORT

ACCOUNTS RECEIVABLE BY MUNICIPALITY
 APPLIES TO CITATIONS ISSUED 1/1/12 TO 12/31/17
 Prepared by Finance Dept.

AGENCY	FINES ASSESSED AS OF 12/31/17	FINES COLLECTED AS OF 12/31/17	FINES OUTSTANDING AS OF 12/31/17			PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 193,631.61	\$ 155,820.41	\$ 37,811.20			80.47%
CAMPBELL	\$ 216,824.66	\$ 152,942.71	\$ 63,881.95			70.54%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 506,613.75	\$ 330,912.24	\$ 175,701.51			65.32%
ONALASKA	\$ 1,561,925.60	\$ 1,086,527.84	\$ 475,397.76			69.56%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 86,374.81	\$ 74,438.59	\$ 11,936.22			86.18%
WEST SALEM	\$ 308,864.61	\$ 233,200.82	\$ 75,663.79			75.50%
TOTALS	\$ 2,874,235.04	\$ 2,033,842.61	\$ 840,392.43	\$ -	\$ -	70.76%

REPORT OF JUVENILE/MINOR FINES

AGENCY	FINES ASSESSED AS OF 12/31/17	FINES COLLECTED AS OF 12/31/17	FINES OUTSTANDING AS OF 12/31/17			PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 16,081.80	\$ 6,701.90	\$ 9,379.90			41.67%
CAMPBELL	\$ 9,228.50	\$ 4,445.60	\$ 4,782.90			48.17%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 65,287.46	\$ 32,919.55	\$ 32,367.91			50.42%
ONALASKA	\$ 123,182.20	\$ 61,725.04	\$ 61,457.16			50.11%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 1,258.00	\$ 784.40	\$ 473.60			62.35%
WEST SALEM	\$ 24,953.33	\$ 18,677.63	\$ 6,275.70			74.85%
TOTALS	\$ 239,991.29	\$ 125,254.12	\$ 114,737.17	\$ -	\$ -	52.19%

REPORT AFTER JUVENILE/MINOR FINES HAVE BEEN REMOVED

AGENCY	FINES 12/31/2017	MINUS UNPAID JUVENILE/MINOR	FINES OUTSTANDING AS OF 12/31/17			PERCENTAGE COLLECTED
BANGOR	\$ 177,549.81	\$ 149,118.51	\$ 28,431.30			83.99%
CAMPBELL	\$ 207,596.16	\$ 148,497.11	\$ 59,099.05			71.53%
HOLLAND	\$ -	\$ -	\$ -			
HOLMEN	\$ 441,326.29	\$ 297,992.69	\$ 143,333.60			67.52%
ONALASKA	\$ 1,438,743.40	\$ 1,024,802.80	\$ 413,940.60			71.23%
ROCKLAND	\$ -	\$ -	\$ -			
SHELBY	\$ 85,116.81	\$ 73,654.19	\$ 11,462.62			86.53%
WEST SALEM	\$ 283,911.28	\$ 214,523.19	\$ 69,388.09			75.56%
TOTALS	\$ 2,634,243.75	\$ 1,908,588.49	\$ 725,655.26	\$ -	\$ -	72.45%

JMC - 8d

100
4-10-18

JOINT MUNICIPAL COURT ALLOCATION - 2018
 CITATIONS NOT DISMISSED (Info supplied by Finance Dept.)

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	
Onalaska	390				390	54.6985%
Bangor	28				28	3.9271%
Campbell	68				68	9.5372%
Holland	0	0	0	0	0	0.0000%
Holmen	142				142	19.9158%
Rockland	0	0	0	0	0	0.0000%
Shelby	19				19	2.6648%
West Salem	66				66	9.2567%
GRAND TOTAL	713	0	0	0	713	100.0000%

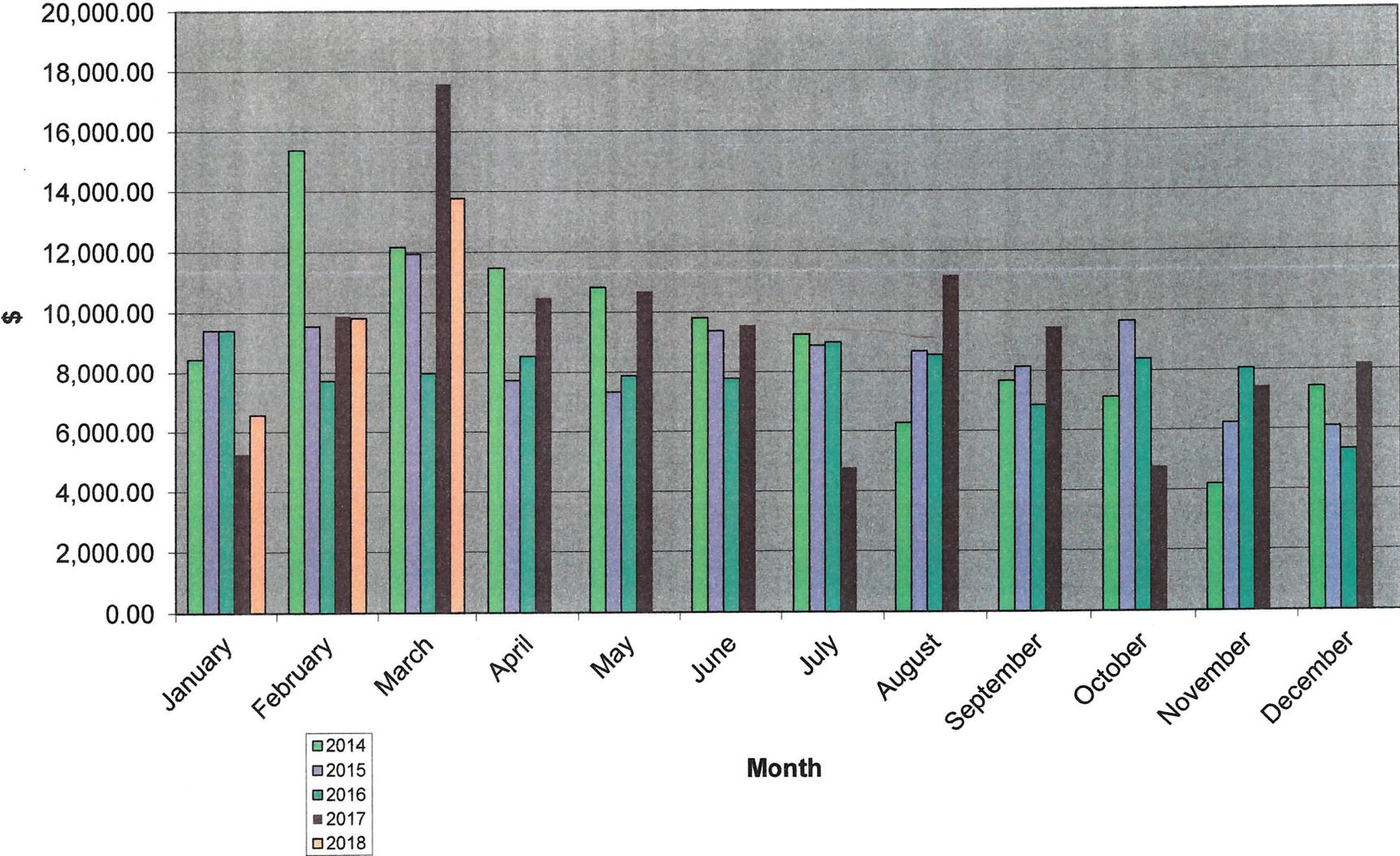
JOINT MUNICIPAL COURT ALLOCATION - 2017
 2017 CITATIONS NOT DISMISSED (Info supplied by Finance Dept.)

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	
Onalaska	403	505	510	414	1832	52.9786%
Bangor	38	44	34	24	140	4.0486%
Campbell	92	87	111	69	359	10.3817%
Holland	0	0	0	0	0	0.0000%
Holmen	142	206	196	120	664	19.2019%
Rockland	0	0	0	0	0	0.0000%
Shelby	7	20	30	14	71	2.0532%
West Salem	104	98	91	99	392	11.3360%
GRAND TOTAL	786	960	972	740	3458	100.0000%

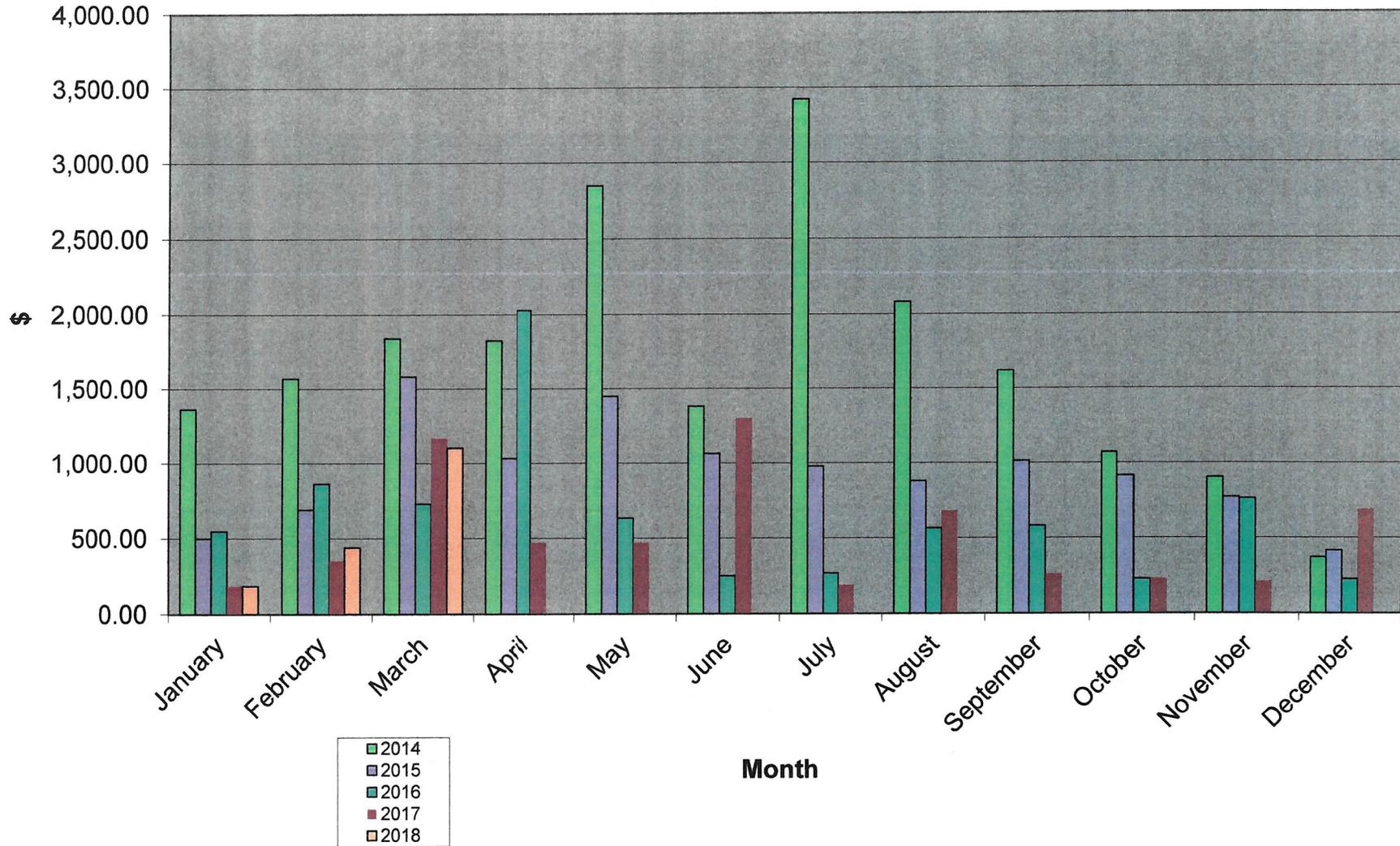
JOINT MUNICIPAL COURT ALLOCATION - 2016
 2016 CITATIONS NOT DISMISSED (Info supplied by JMC Clerk of Court)

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	
Onalaska	415	540	700	495	2150	57.9671%
Bangor	24	62	32	30	148	3.9903%
Campbell	71	54	38	46	209	5.6349%
Holland	0	0	0	0	0	0.0000%
Holmen	188	247	177	89	701	18.9000%
Rockland	0	0	0	0	0	0.0000%
Shelby	20	31	27	23	101	2.7231%
West Salem	70	87	132	111	400	10.7846%
GRAND TOTAL	788	1021	1106	794	3709	100.0000%

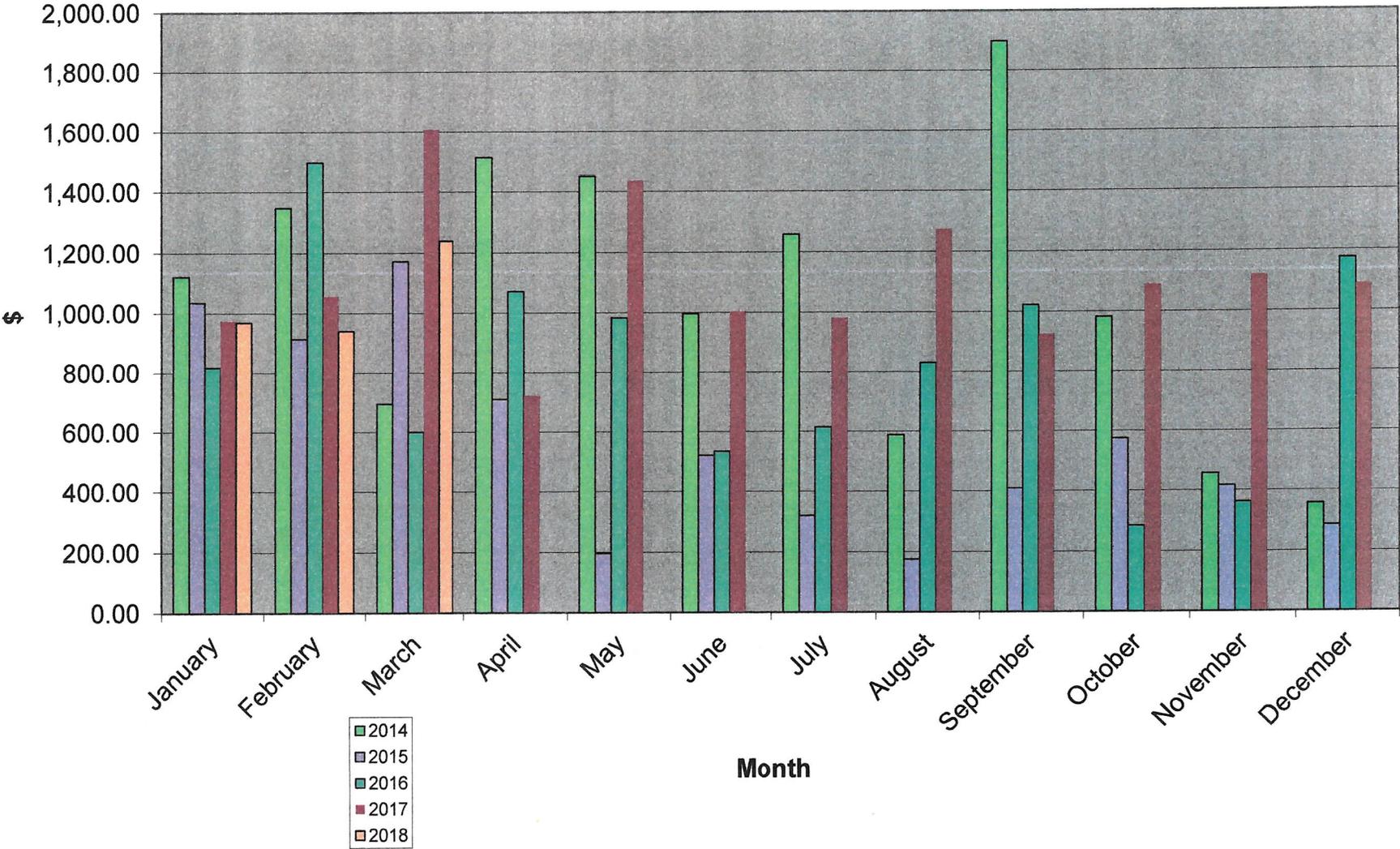
City of Onalaska-J.M.C.



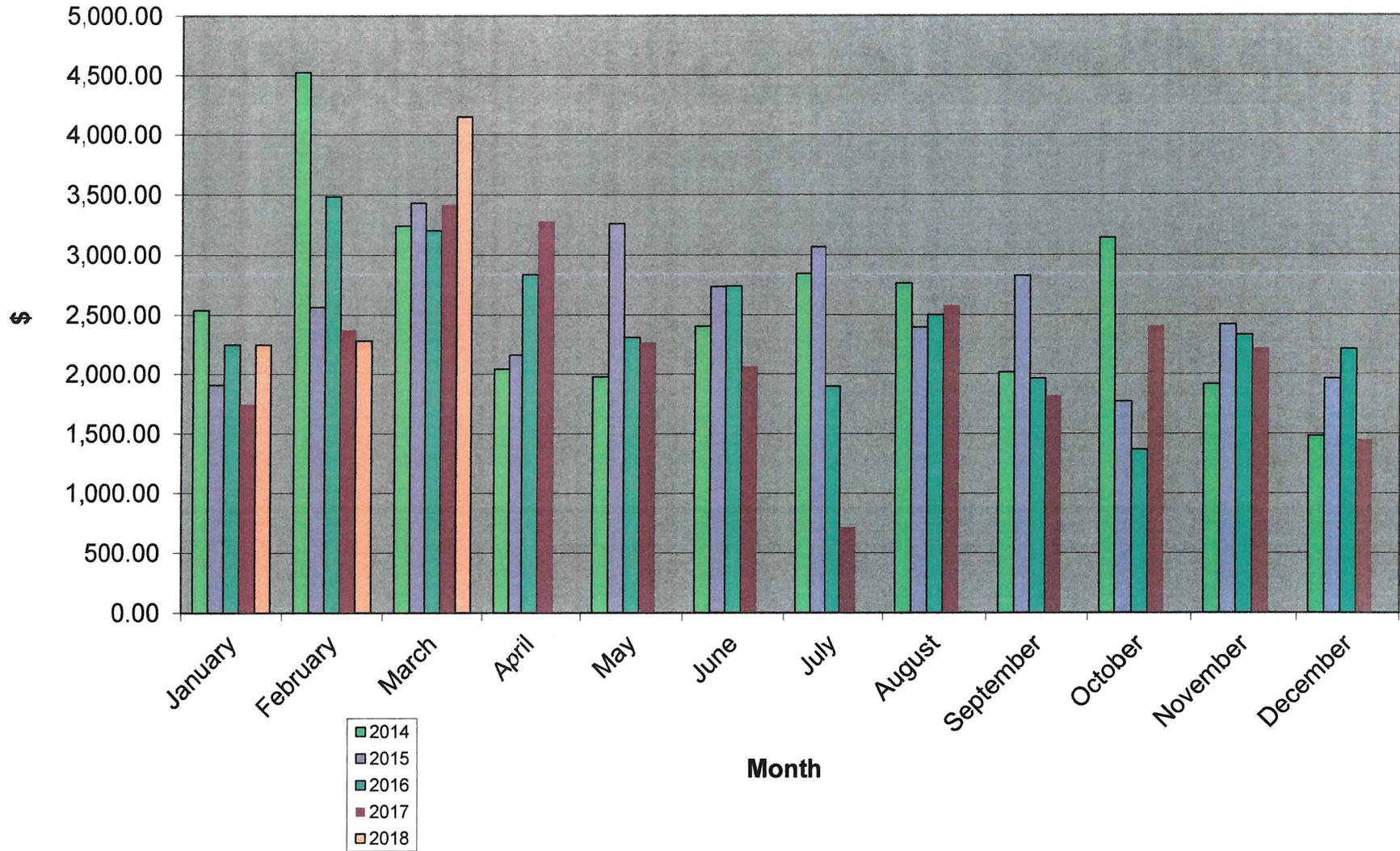
Village of Bangor-J.M.C.



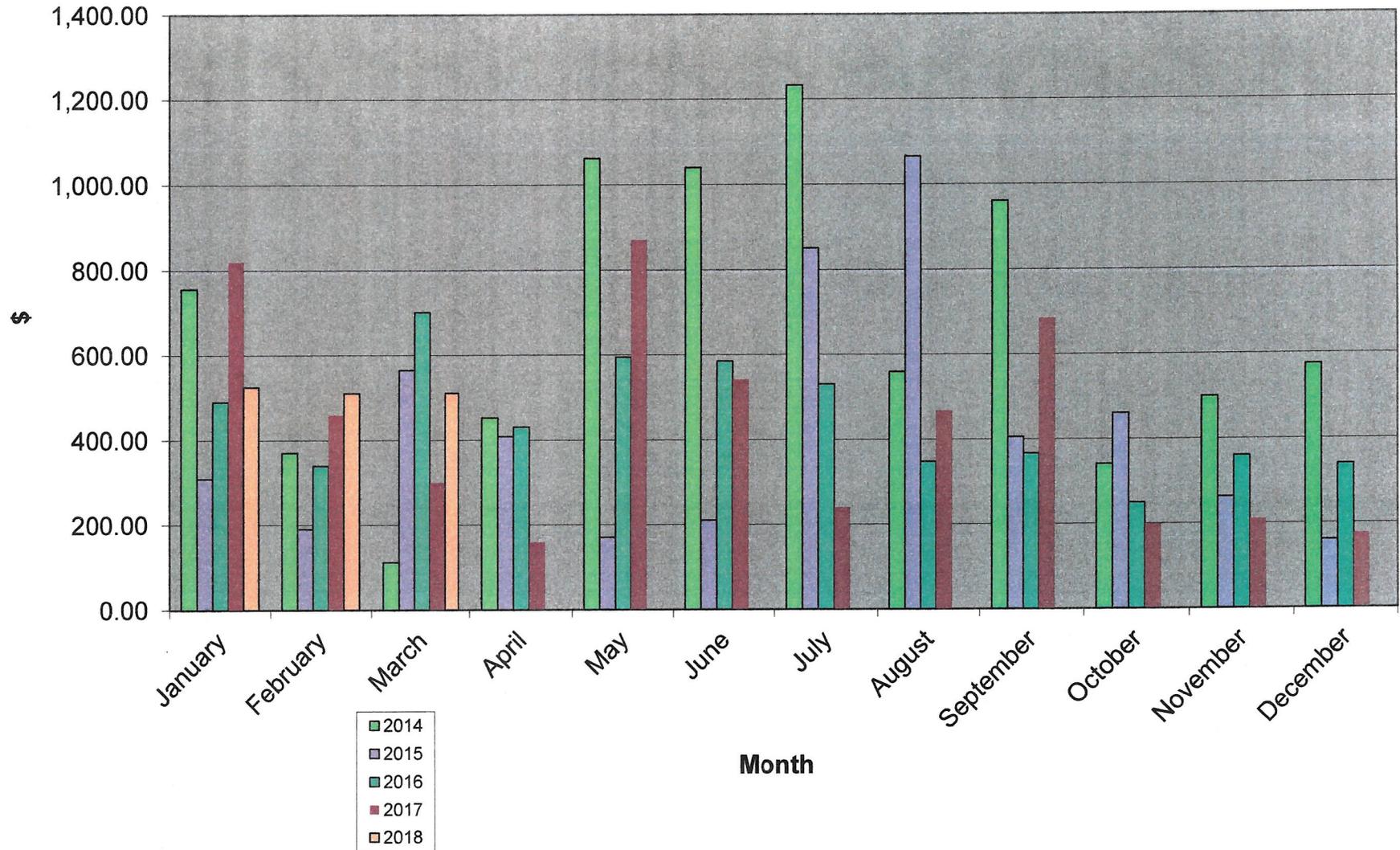
Town of Campbell-J.M.C.



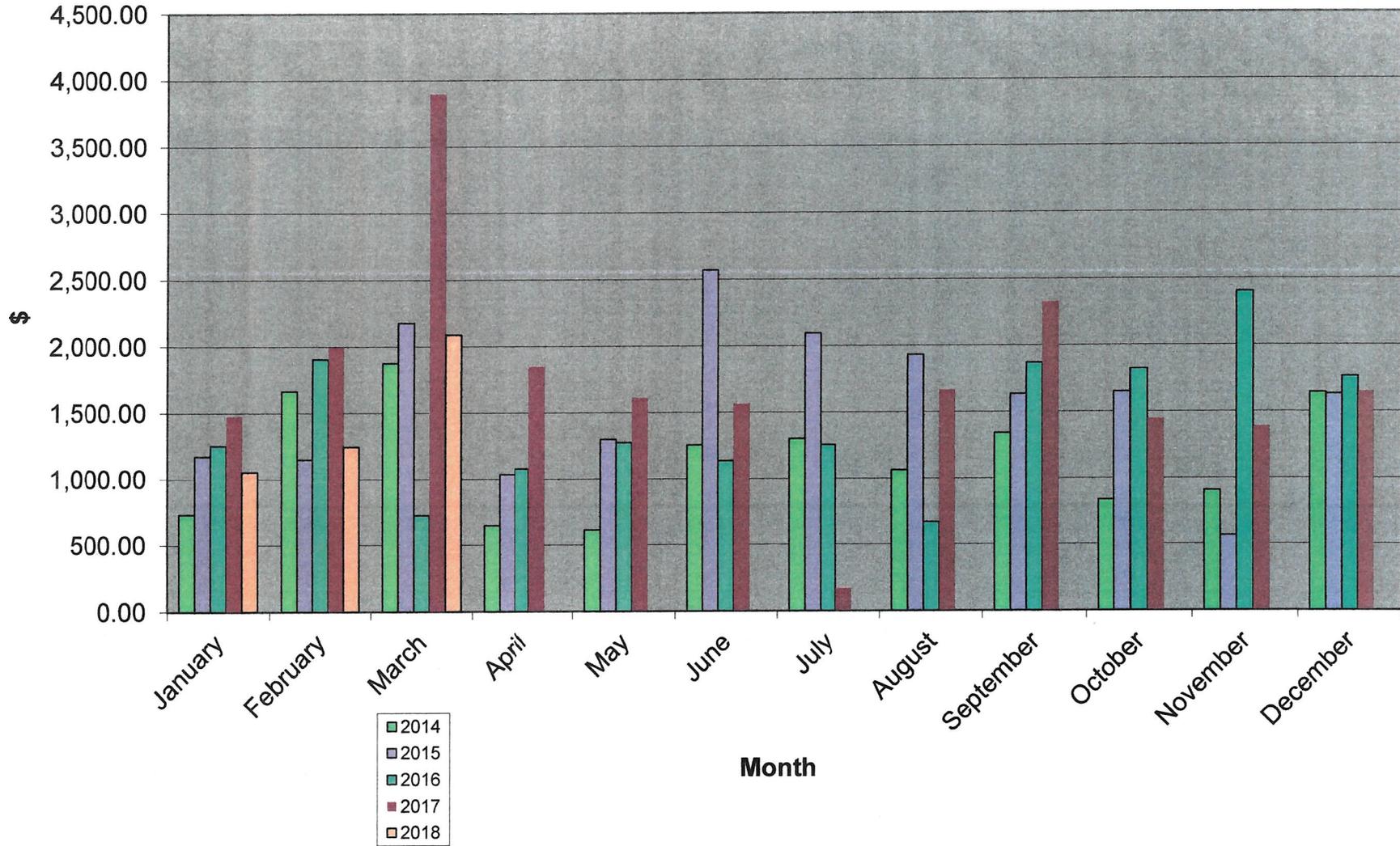
Village of Holmen-J.M.C.



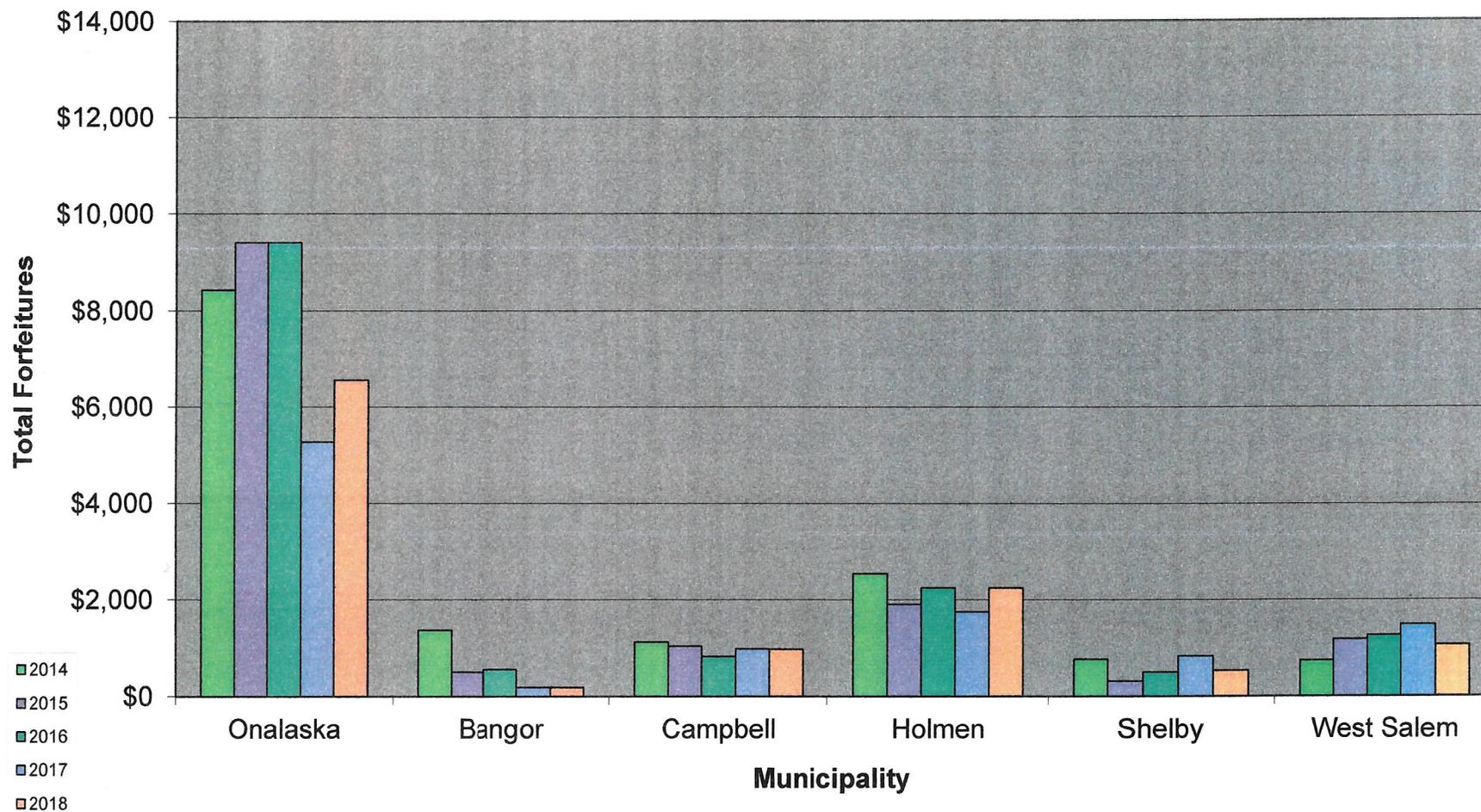
Town of Shelby-J.M.C.



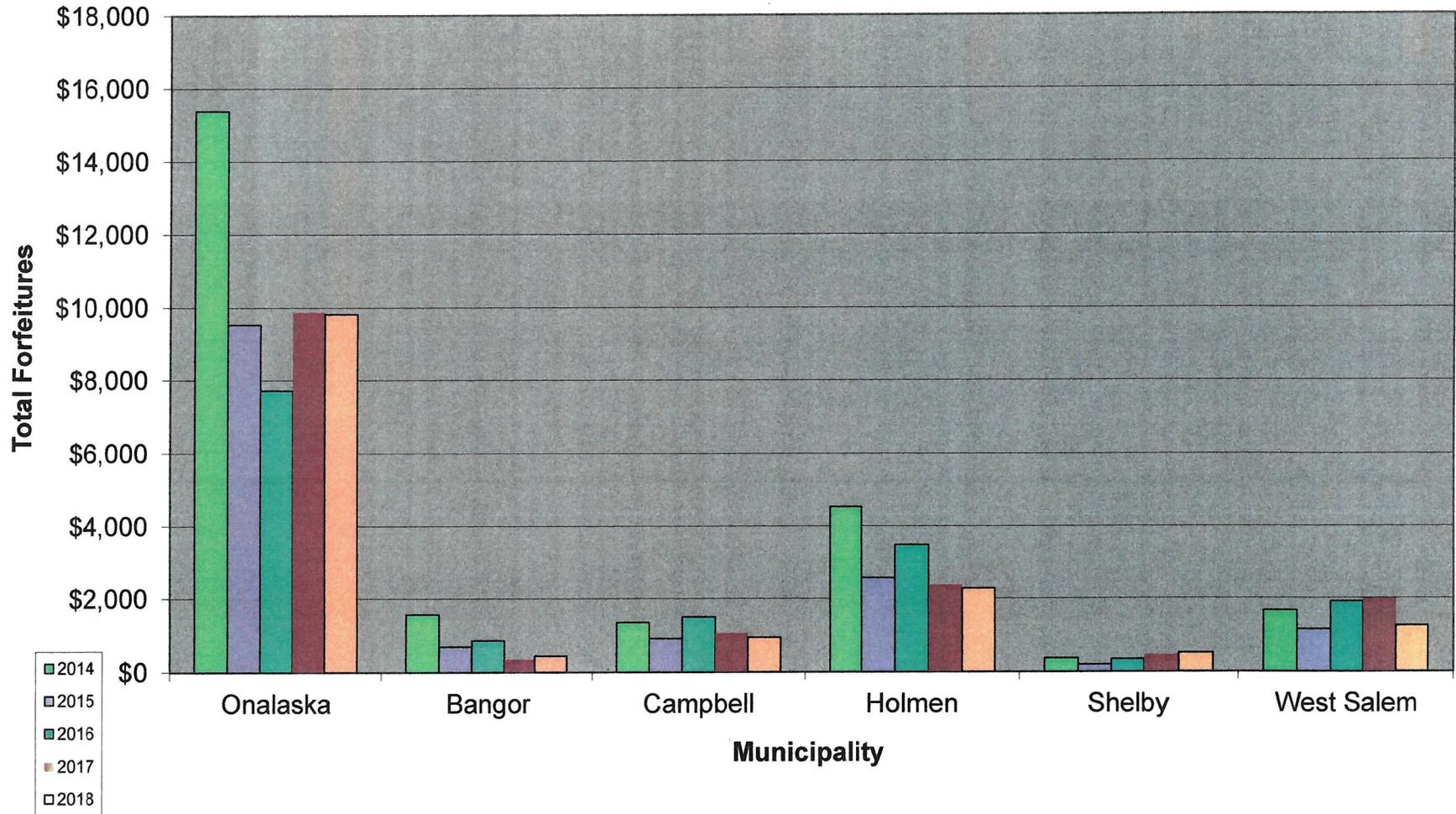
Village of West Salem-J.M.C.



Joint Municipal Court January



Joint Municipal Court February



Joint Municipal Court March

