

Coulee Region Joint Municipal Court Committee

Thursday, January 17, 2019

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1 The meeting of the Coulee Region Joint Municipal Court Committee was called to order at 3:30
2 p.m. on Thursday, January 17, 2019. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

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5 Roll call was taken with the following members present: Village of Holmen Administrator Scott
6 Heinig, Village of Holmen Police Chief Shane Collins, Town of Campbell Representative Terry
7 Schaller, City of Onalaska Administrator Eric Rindfleisch, Town of Holland Representative
8 Mike Hoffman, Village of West Salem Administrator Teresa Schnitzler

9
10 Also Present: City of Onalaska Financial Services Director/Treasurer Fred Buehler, City of
11 Onalaska Deputy Financial Services Director Kim Isensee, Municipal Court Judge John
12 Brinckman

13
14 **Item 2 - Approval of minutes from the previous meeting**

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16 Motion by Scott Heinig, second by Teresa, to approve the minutes from the previous meeting as
17 printed and on file in the City Clerk's Office.

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19 On voice vote, motion carried.

20
21 **Item 3 – Public Input (Limited to 3 minutes/individual)**

22
23 Scott Heinig called two times for anyone wishing to provide public input and closed that portion
24 of the meeting.

25
26 **Consideration and possible action on the following items:**

27
28 **Item 4 – Clerk of Court:**

- 29
30 a. Quarterly scorecard for Towns, Cities & Villages (T-C-V)

31
32 The final 2018 statistics for all towns, cities and villages are as follows:

- 33
34 • **Total citations filed:** 3,429
35 • **Citations dismissed:** 413
36 • **Trials:** 13
37 • **Guilty/No Contest/Default:** 3,067
38 • **Not guilty plea:** 99
39 • **Revocations/suspensions:** 143
40 • **NASP:** 11
41 • **DPA:** 63

Reviewed 1/22/19 by Fred Buehler

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- 42 • **Community service:** 109
- 43 • **Continued:** 503
- 44 • **Total:** 7,850

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46 b. Update progress on going paperless for the Joint Municipal Court

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48 No report.

49

50 **Item 5 – Finance Department:**

51

52 a. Financials

53

54 Fred noted he had distributed to committee members the final Joint Municipal Court Cost
55 Allocation for 2017 and the draft Joint Municipal Court Cost Allocation for 2018. The 2017
56 court cost allocation is from January 2012 through December 2017, and the 2018 court cost
57 allocation is from January 2013 through December 2018. Fred reported that the city had
58 collected approximately \$136,000 (\$137,685) in State Debt Collection funds in 2018, compared
59 to \$130,651.42 in 2017. Fred addressed the court cost allocation, telling committee members
60 that through the budget process the city had anticipated collecting \$66,000 in court costs.
61 However, \$84,340.55 was collected in court costs. Fred also pointed out that the city held back
62 both January (\$11,545.95) and December (\$12,005.10).

63

64 The draft Joint Municipal Court Cost Allocation for 2018 contains the following data:

65

66 **2018 Not Dismissed Citations**

67 Onalaska	1,970	52.3341%
68 Bangor	123	3.5797%
69 Campbell	281	8.1781%
70 Holmen	713	20.7509%
71 Holland	--	--
72 Rockland	--	--
73 Shelby	71	2.0664%
74 West Salem	278	8.0908%

75

76 <u>Municipality</u>	<u>CND</u>	<u>Expenditures Court Costs</u>		<u>Jan. '18</u>	<u>Dec. '18</u>
77 Onalaska	57.3341%	\$99,980.28	(\$46,727.01)	(\$6,562.68)	(\$7,783.22)
78 Bangor	3.5797%	\$6,242.42	(\$3,384.00)	(\$185.00)	(\$181.46)
79 Campbell	8.1781%	\$14,261.15	(\$6,530.43)	(\$968.49)	(\$645.00)
80 Holmen	20.7509%	\$36,185.76	(\$16,923.97)	(\$2,250.16)	(\$2,111.30)
81 Holland	0.0000%	\$0.00	\$0.00	\$0.00	\$0.00
82 Rockland	0.0000%	\$0.00	(\$23.00)	\$0.00	\$0.00

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83	Shelby	2.0664%	\$3,603.35	(\$2,016.06)	(\$525.00)	\$107.88
84	West Salem	8.0908%	\$14,108.89	(\$8,736.08)	(\$1,054.62)	(\$1,392.00)
85	Totals		\$174,381.85	(\$84,340.55)	(\$11,545.95)	(\$12,005.10)

86

87 Other data includes:

88

- 89 • **Workers Compensation Dividends:** \$765.00
- 90 • **Miscellaneous Revenue:** \$663.20
- 91 • **Sales/Materials/Supplies:** \$45.00
- 92 • **Tax Levy:** \$65,972.00

93

94 **Underpayment/Overpayment (by municipality)**

- 95 • **Onalaska:** \$28,083.95 overpayment
- 96 • **Bangor:** \$2,457.08 underpayment
- 97 • **Campbell:** \$5,987.17 underpayment
- 98 • **Holmen:** \$14,734.09 underpayment
- 99 • **Rockland:** \$23.00 overpayment
- 100 • **Shelby:** \$1,146.86 underpayment
- 101 • **West Salem:** \$2,826.80 underpayment

102

103 Fred noted there still are some outstanding expenditures (accrued vacation, sick leave) and said
104 any changes should be minimal.

105

106 Scott asked Fred how he had handled the payment back for costs incurred from the City of
107 Onalaska to the court.

108

109 Fred told Scott it is being compared to the parking citations.

110

111 b. Joint Municipal Court report regarding forfeitures/court costs

112

113 The report contains the following data:

114

115	Municipality	Forfeitures	Court Costs Due City	Total
116	Onalaska	\$124,655.35	\$46,727.01	\$171,382.36
117	Bangor	\$6,439.08	\$3,384.00	\$9,823.08
118	Campbell	\$14,152.10	\$6,530.43	\$20,682.53
119	Holmen	\$40,582.75	\$16,932.97	\$57,506.72
120	Rockland	\$216.10	\$23.00	\$239.10
121	Shelby	\$4,456.40	\$2,016.06	\$6,472.46
122	West Salem	\$17,939.57	\$8,736.08	\$26,675.65
123	Totals	\$208,441.35	\$84,340.55	\$292,781.90

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c. Quarterly report containing cases not dismissed

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The cases not dismissed data for fourth quarter of 2018 is as follows:

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Agency	No.	YTD	Pct.
Onalaska	505	1,970	57.3341
Bangor	23	123	3.5797
Campbell	52	281	8.1781
Holland	--		--
Holmen	131	713	20.7509
Rockland	--		--
Shelby	8	71	2.0664
West Salem	80	278	8.0908
Total	799	3,436	100.0000

139

140

d. Quarterly reports containing balances on cases from 2013 through 2018

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The report contains the following data:

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Agency	Percentage collected to date
Bangor	80.73
Campbell	70.22
Holland	--
Holmen	69.15
Onalaska	68.95
Rockland	--
Shelby	86.18
West Salem	85.00
Total	70.93

154

155

Report of Juvenile/Minor Fines

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Agency	Percentage collected to date
Bangor	38.98
Campbell	72.08
Holland	--
Holmen	58.10
Onalaska	52.00
Rockland	--
Shelby	57.47
West Salem	73.60

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165 Total 55.74

166

167 **Report after juvenile/minor fines have been removed**

168 **Agency Percentage collected**

169 Bangor 84.10

170 Campbell 70.15

171 Holland --

172 Holmen 70.71

173 Onalaska 70.41

174 Rockland --

175 Shelby 85.42

176 West Salem 75.90

177 Total 72.29

178

179 Motion by Scott, second by Shane, to accept the Finance Department Items 'a', 'b', 'c' and 'd'.

180

181 On voice vote, motion carried.

182

183 Kim told committee members TraCS had performed a statewide upgrade the week of January 6-
184 12. As a result, the city was unable to upload all citations into the system until January 16. Kim
185 said all the citations that were uploaded have come in as "dummy citations," and also that all of
186 the citations that have been uploaded require manual labor onto every citation as they must be
187 hand-corrected. Kim said the search parameters have changed, citing the example of an alternate
188 side parking citation and telling committee members TraCS searches for the description
189 "alternate side parking" rather than the violation code. TraCS has switched the violation code
190 rather than the description, and Kim said the city must change its parameters within the system.
191 Kim said the city had pulled in 150 citations on January 16, and all 150 will have to be fixed
192 manually. Kim also said, "I've not pulled in [the] citations [from January 16]. Until we can get
193 our parameters changed to flip-flop how they're looking ... Whether TraCS is going to change it
194 or whether we're going to change our search parameters, that's yet to be determined."

195

196 Fred told committee members each town, city and village is affected by TraCS' actions.

197

198 Scott returned to Item 4b and asked Judge Brinckman to update the committee on the status of
199 the Joint Municipal Court going paperless.

200

201 Judge Brinckman told committee members he had spoken to Municipal Court Supervisor Hildie
202 McIntyre, and he said there are a couple of challenges slowing down the process. Judge
203 Brinckman assured committee members the court eventually will go paperless, but he also said
204 the process has been slower than Hildie had anticipated.

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206 Scott said there is a perception that the court is closed, and he asked what each municipality
207 should expect in terms of interactions. Scott noted Police Chief Collins has received calls from
208 individuals who told him they do not have access to the courts.

209

210 Judge Brinckman told Scott he is speaking of the actual court and the offices.

211

212 Scott said he is speaking of the offices and told Judge Brinckman they have been closed.

213

214 Judge Brinckman told committee members there have been two interview sessions regarding
215 hiring an assistant for Hildie. Judge Brinckman said offers were extended and accepted, but then
216 later rejected, with the last rejection occurring earlier in January. Judge Brinckman said, "This is
217 causing problems because Hildie can't manage [the court] 24/7," also noting Hildie has been out
218 of the office dealing with a medical issue. Judge Brinckman said he does not know how many
219 times individuals called the office, nor does he know if Hildie returned their calls. Judge
220 Brinckman told committee members every effort is being made to hire an assistant, and he said
221 he had planned to speak to City of Onalaska Human Resource Director Hope Burchell. Judge
222 Brinckman said the individuals who were extended offers had to give two weeks' notice at their
223 previous positions and had received better offers within that two-week timeframe. Judge
224 Brinckman said, "I perceive it to be a problem right now in that we can't get the assistant that we
225 need."

226

227 Scott said he believes the municipalities and committee members would appreciate updates
228 throughout the process.

229

230 Fred said Kim is addressing citations in Hildie's absence.

231

232 **Item 6 – Next meeting date – April 18, 2019**

233

234 The Joint Municipal Court Committee will meet again Thursday, April 18, 2019.

235

236 **Adjournment**

237

238 Motion by City Administrator Rindfleisch, second by Police Chief Collins, to adjourn at 3:57
239 p.m.

240

241 On voice vote, motion carried.

242

243

244 Recorded by:

245

246 Kirk Bey