

Coulee Region Joint Municipal Court Committee

Thursday, April 19, 2018

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1 The meeting of the Coulee Region Joint Municipal Court Committee was called to order on
2 Thursday, April 19, 2018. It was noted that the meeting had been announced and a notice posted
3 at City Hall.

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5 Roll call was taken with the following members present: Village of West Salem Administrator
6 Teresa Schnitzler, Town of Campbell Chairman Terry Schaller, Town of Holland Representative
7 Mike Hoffman, Village of Holmen Police Chief Shane Collins (alternate). Village of Bangor
8 Police Chief Scott Alo participated via telephone.

9
10 Also Present: Municipal Court Supervisor Hildie McIntyre, City of Onalaska Financial Services
11 Director/Treasurer Fred Buehler, Municipal Court Judge John Brinckman, City of Onalaska
12 Second District Alderperson Diane Wulf

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

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

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19 On voice vote, motion carried.

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

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23 Teresa noted no one from the public is present.

24
25 **Consideration and possible action on the following items:**

26
27 **Item 4 – Nomination and Election of Chair**

28
29 Motion by Shane, second by Teresa, to nominate and elect Village of Holmen Administrator
30 Scott Heinig as Chair of the Joint Municipal Court Committee.

31
32 On voice vote, motion carried.

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34 **Item 5 – Nomination and Election of Vice Chair**

35
36 Motion by Shane, second by Mike, to nominate and elect Village of West Salem Administrator
37 Teresa Schnitzler as Vice Chair of the Joint Municipal Court Committee.

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39 On voice vote, motion carried.

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41 **Item 6 – Announce Police Chief Member based on rotation – Village of Holmen**

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Village of Holmen Police Chief Shane Collins is the Police Chief Member.

Item 7 – Clerk of Court:

a. Monthly/Quarterly Scorecard

The statistics for the first quarter of 2018 for all towns, cities and villages are as follows:

- **Total citations filed:** 791 (compared to 599 for the fourth quarter of 2017)
- **Citations dismissed:** 76 (compared to 84 for the fourth quarter of 2017)
- **Trials:** 4 (compared to 14 for the fourth quarter of 2017)
- **Guilty/No Contest/Default:** 617 (compared to 655 for the fourth quarter of 2017)
- **Not guilty plea:** 24 (compared to 14 for the fourth quarter of 2017)
- **Revocations/suspensions:** 101 (compared to 15 for the fourth quarter of 2017)
- **NASP:** 4 (compared to 2 for the fourth quarter of 2017)
- **DPA:** 25 (compared to 10 for the fourth quarter of 2017)
- **Community service:** 39 (compared to 21 for the fourth quarter of 2017)
- **Continued:** 78 (compared to 23 for the fourth quarter of 2017)
- **Total:** 1,759 (compared to 1,437 for the fourth quarter of 2017)

Hildie told committee members cases submitted to COWS are not included in this report as they are no longer are being done individually. They are now done in batch file XML, and Hildie said she would have to count each letter individually every week court is held. Hildie said this procedure would be time-consuming; however, she also said she saves the reports on her email account and told committee members they are welcome to examine them. Hildie reported the servers are being migrated today, meaning the court is preparing to go paperless. Hildie said this project will be a priority for City of Onalaska IT Support Specialist Mike DeLine, who is leaving.

Fred told committee members the City of Onalaska has different modules, including modules for the taxes collected in November and December; the Joint Municipal Court module; a module for the Inspection Department; and Version 10 for payroll and accounts payable. Fred said the city is migrating everything onto one server in an effort to improve speed and efficiency.

Hildie said she has to examine each individual on an SDC list to determine if he or she is on a payment plan and told committee members she must start over if she is disconnected from Incode.

Fred said the city’s software requires a significant amount of processing room and told committee members the software will stall if there is not significant room.

Reviewed 4/24/18 by Hildie McIntyre

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b. Update Regarding State Debt Collection (SDC)

Hildie said individuals who do not pay their citations after 30 days are contacted via letter, and their names are submitted to State Debt Collection if payment is not received after 90 days. Hildie said collections “are flowing quite well.” Hildie also said many of the older citations (starting with 2012 and 2013) and more recent citations (2017 and 2018) have been submitted to SDC.

Fred said there have been months when \$16,000 to \$18,000 was collected from SDC.

Motion by Shane, second by Terry, to accept the Monthly/Quarterly Scorecard and place it on file.

On voice vote, motion carried.

Item 8 – Finance Department:

a. Financials

The JMC monthly summary for the first quarter of 2018 is as follows:

Municipality	Forfeitures	Court Costs Due City	Total
Onalaska	\$30,152.48	\$10,419.35	\$40,571.83
Bangor	\$1,729.61	\$824.00	\$2,553.61
Campbell	\$3,148.48	\$1,592.43	\$4,740.91
Holmen	\$8,685.07	\$3,730.96	\$12,416.03
Shelby	\$1,545.87	\$627.00	\$2,172.87
West Salem	\$4,387.93	\$2,027.90	\$6,415.83
Totals	\$49,649.44	\$19,221.64	\$68,871.08

Fred referred to the balance sheet dated April 12, 2018 and said the financial report has been reconciled, balanced and completed in fewer than five working days each month since the Finance Department assumed control in November 2017. Fred referred to Expense Line Item No. 208-51200-393 (“Fines & Forfeitures”) and said the amount of \$49,649.44 reconciles with the monthly summary once the amount held back for January (\$11,545.95) is included.

Teresa inquired about \$476.20 listed under Revenue Line Item No. 208-00000-48000 (“Miscellaneous Income”).

Fred said he is unsure at this time.

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124
125 Hildie said the court collects \$30 for a motion to reopen; however, there have not been enough
126 motions to reopen to account for the \$476.20 miscellaneous income.

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128 Motion by Shane, second by Mike, to accept the Financials.

129
130 On voice vote, motion carried.

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132 b. Account Receivables as of 03-31-2018

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134 The Accounts Receivables as of March 31, 2018 are as follows (citations issued from January 1,
135 2012 to March 31, 2018):

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137 Agency	Fines Assessed	Fines Collected	Fines Outstanding	Pct.
138 Bangor	\$196,390.91	\$159,323.17	\$37,067.71	81.13
139 Campbell	\$225,756.96	\$159,439.70	\$66,317.26	70.62
140 Holland	--	--	--	--
141 Holmen	\$521,012.59	\$347,367.43	\$173,645.16	66.67
142 Onalaska	\$1,623,881.71	\$1,139,982.24	\$483,899.47	70.20
143 Rockland	--	--	--	--
144 Shelby	\$88,224.19	\$77,148.86	\$11,075.33	87.45
145 West Salem	\$314,808.81	\$241,970.79	\$72,838.02	76.86
146 Totals	\$2,970,075.17	\$2,125,232.19	\$844,842.98	71.55

147
148 Judge Brinckman asked Fred if a percentage would be affected if a citation from, for example,
149 2012 was written off because the individual who received the citation passed away.

150
151 Fred said no and said collections means funds collected.

152
153 Judge Brinckman asked if the percentages increase because the citation was removed from the
154 equation, or if Fred considers this a "bad debt."

155
156 Fred said the outstanding would have had to decrease if it no longer is outstanding. This means
157 the percentage would increase.

158
159 c. Update regarding State Debt Collection

160
161 Fred estimated there are 100 or fewer citations in Minnesota and told committee members he is
162 working with the State of Minnesota Department of Revenue to determine if the State of
163 Wisconsin and the City of Onalaska will intercept.

164
Reviewed 4/24/18 by Hildie McIntyre

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165 d. Joint Municipal Court Cases Not Dismissed

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167 The Citations Not Dismissed for the first quarter of 2018 are as follows:

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169	Agency	No.	Pct.
170	Onalaska	390	54.6985
171	Bangor	28	3.9271
172	Campbell	68	9.5372
173	Holland	--	--
174	Holmen	142	19.9158
175	Rockland	--	--
176	Shelby	19	2.6648
177	West Salem	66	9.2567
178	Total	713	100

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180 e. Update Regarding Software Implementation

181 1. Content Manager – \$6,328

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183 Fred said that during the 2018 budget process the committee had authorized the Content
184 Manager, which is software that will be utilized for imaging. Content Manager will be utilized
185 solely by the JMC because Version 10 does not communicate in imaging language the same as
186 Hildie’s module. Content Manager will be utilized exclusively by Hildie, and it is a budgeted
187 item. Fred said it was not possible to handle Content Manager and Incode Scheduler until there
188 was sufficient space for both to function.

189

190 2. Incode Scheduler – \$5,100, less \$2,550 Non-budgeted

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192 Fred said Incode Scheduler costs \$5,100, less the city’s portion, and he told committee members
193 the City of Onalaska will pay more of the cost and the other municipalities will pay less if he
194 finds out at the end of the year that Hildie seldom utilized Incode Scheduler. Fred noted that all
195 parking citations are issued through TraCS and said the Finance Department staff will be
196 uploading the data in the JMC’s software and, through Incode Scheduler, also will be sending
197 out notices and increasing fees.

198

199 Fred said, “We feel it’s a very important move so that from the time the officer writes a ticket to
200 all of these levels of the whole parking situation will be handled the way it needs to be handled.
201 After so many days, it goes through the court system in default. It goes before the judge, then it
202 moves on. Any outstanding parking tickets will be going through [Judge Brinckman]. Right
203 now the only tickets going through the judge are people who are contesting. ... All of the unpaid
204 ones are going to be going through him through default. After that process is done it’s
205 eventually going to end up in State Debt Collection or TRIP. By having it in what I call a ‘one-

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206 step location,' we won't have different departments doing different portions of this."

207

208 Teresa inquired about Content Manager.

209

210 Fred said it will be utilized for imaging and told Teresa that a citation and the paperwork
211 involved with it will be imaged. Fred noted it is a budgeted item for which \$6,328 was
212 budgeted.

213

214 Teresa asked Fred to further explain Incode Scheduler.

215

216 Fred said it is a module the City of Onalaska will utilize for parking citations and noted it is a
217 non-budgeted item. Fred said he will not know the financial impact Incode Scheduler will have
218 on the JMC until he sees how much Hildie utilizes it. Fred also said the City of Onalaska might
219 charge the other municipalities, or it might cover the entire cost of Incode Scheduler.

220

221 3. Server upgrade – \$896, less \$448 Non-budgeted

222

223 Fred said the Village of Holmen, the Village of West Salem, the Village of Bangor, the Town of
224 Shelby, and the Town of Campbell will combine to pay the \$448 for the server upgrade.

225

226 Teresa asked Fred if this is a budget change that should be approved.

227

228 Fred said, "We're going to see how it funnels out at the end. ... There are so many different
229 moving parts. [Judge Brinckman] may spend less for paper, and it may offset the cost of the
230 \$448. I feel very comfortable that they'll stay within their budget, even with this." Fred said it
231 would not have been able to obtain Content Manager without the server upgrade, noting a Tyler
232 Technologies employee informed him in 2017 it was not possible to load Content Manager due
233 to the fact the city had insufficient space.

234

235 Teresa referred to a past discussion regarding utilizing non-budgeted funds to train Hildie and
236 asked if the \$8,000 designated for this purpose had been spent.

237

238 Fred said, "We must have. And if we didn't spend it, then it was just less you had to pay at the
239 end of the year."

240

241 Hildie addressed Incode Scheduler and said default letters are currently done in a macro. For
242 example, if 60 individuals default, letters are run at one time. Hildie said the default is put into
243 the history of the case and when staff members examine the history of the case they know when
244 the default letter was sent. Hildie said she does not know what Incode Scheduler will offer her
245 until she utilizes it for a certain period of time.

246

247 Fred said someone will come to the City of Onalaska and train staff in both Content Manager
248 and Incode Scheduler. Fred also said, “We feel very confident it’s going to save labor time,
249 without a doubt.”

250

251 Judge Brinckman said, “A point that was of concern, certainly with the City of Onalaska, has to
252 do with what had happened over the past and not being able to know what cases were closed in
253 the past and being surprised by the number of cases from years ago that were still sitting out
254 there. I’ve talked with Hildie about using the software to somehow come up with 30, 60, 90
255 days out knowing what’s still open out there. We’re told that our software won’t allow us to do
256 that the way we’re using our software because if somebody hasn’t paid yet, even though the case
257 is actually entered in as a guilty plea and is closed, they don’t consider them closed until the last
258 penny is paid. It’s not the kind of information that I was looking for. I want to know whether or
259 not we have entered a guilty plea or we have dismissed a particular case from last year or the
260 year before. I want to know what’s out there – not just on the collections side, but what’s out
261 there. I’m open for ideas on this, but what I discussed with Hildie today was some kind of a spot
262 inspection where I will randomly – maybe once a month or once every other month – come up
263 with five old files, pull them out, and follow Hildie around and make sure they’re filed. I’m
264 talking about 15 minutes of work here. [I’m talking about] just doing a spot inspection on five
265 cases, statistically to show that we’re not missing. If there are cases sitting out there that haven’t
266 had anything done, then we know that there is a concern. If every time I do this all five are nice
267 and neatly organized and put away ... I’d like to be able to do it with the software, but we’re told
268 we can’t do it with the software.”

269

270 Fred noted the city is approximately three upgrades behind and said that while difficulties might
271 arise due to an upgrade, the city also might not be aware of certain enhancements that were
272 added during an upgrade.

273

274 Judge Brinckman said it is his wish to have a printout by July 1 of the cases over the last year
275 that do not have a conviction or a dismissal. Judge Brinckman said the software does not allow
276 him to have such a list, “and that would remedy 99 percent of the problems we had that I was
277 unaware of until just this last year.”

278

279 Hildie told Judge Brinckman she can run a report of codes that are no longer utilized, and she
280 also can run a list for the entire year that has open statuses on it.

281

282 Judge Brinckman said, “As long as we do that on a quarterly basis, then we can stay on top of
283 it.”

284

285 **Item 9 – Consideration of a request from City of Onalaska Alderperson to change meeting**
286 **time**

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288 Fred said the request is to change the meeting time to later than 5 p.m.

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290 Shane noted committee members must attend mandatory evening meetings and said if the
291 committee is going to change its meeting time it should be to earlier in the day.

292

293 Teresa said, "This committee has very little power over the Municipal Court because the
294 personnel is managed by Onalaska. The finances are managed by Onalaska. ... I'm not in favor
295 of changing the time."

296

297 Ald. Wulf told committee members she believes City of Onalaska Third District Alderperson
298 Ron Gjertsen had made the request because he works during the day. Ald. Wulf said, "I support
299 your decision. ... I've been serving continuously, whether it was on Council or as a citizen, since
300 2000. Typically when you have a group of people on a committee who are serving, you have
301 agreed to serve because of the time of day. When one person wants to change it, it throws
302 everyone's schedule off. My understanding was [Ald. Gjertsen made the request] because he is
303 working and he just thought it would be beneficial if a lot of our meetings could be moved to
304 evening hours so all the alderpersons had the opportunity to attend. That was not my request."

305

306 Motion by Teresa, second by Terry, for the Joint Municipal Court Committee to keep its meeting
307 time at 3:30 p.m.

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309 On voice vote, motion carried.

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311 **Item 10 – Next meeting date – July 19, 2018**

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313 The JMC will meet again on Thursday, July 19.

314

315 **Adjournment**

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317 Motion by Shane, second by Teresa to adjourn at 4:20 p.m.

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319 On voice vote, motion carried.

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322 Recorded by:

323

324 Kirk Bey