

Joint Municipal Court Committee

Thursday, August 15, 2019

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1 The meeting of the Joint Municipal Court Committee was called to order at 3:32 p.m. on
2 Thursday, August 15, 2019. It was noted that the meeting had been announced and a notice
3 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 West Salem Administrator Teresa Schnitzler, City of Onalaska Financial
7 Services Director/Treasurer Fred Buehler, Town of Campbell Representative Terry Schaller,
8 Town of Holland Representative Mike Hoffman, Village of West Salem Police Chief Charles
9 Ashbeck, Village of Bangor Police Chief Scott Alo

10
11 Also Present: Municipal Court Supervisor Hildie McIntyre, Municipal Court Judge John
12 Brinckman, City of Onalaska Deputy Financial Services Director Kim Isensee, Village of West
13 Salem Police Department Representative Jeremy Randall

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

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

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20 On voice vote, motion carried.

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

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24 Village of West Salem Police Chief Ashbeck, who recently was hired as the City of Onalaska's
25 Police Chief, introduced Lieutenant Randall, who will serve as the Village of West Salem's
26 Interim Police Chief.

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28 **Consideration and possible action on the following items:**

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30 **Item 4 – Clerk of Court – No Report**

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32 As there was no report, Item 5 was discussed next.

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34 **Item 5 – Finance Department:**

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36 a. Financials

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38 Fred noted the document he had distributed to committee members represents the financial
39 activity through July. Fines and forfeitures totaled \$124,488.69, and court costs totaled
40 \$56,547.79.

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42 Motion by Scott Heinig, second by Police Chief Ashbeck, to accept the Financials.

Reviewed 8/19/19 by Fred Buehler

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44 On voice vote, motion carried.

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46 b. 2020 Coulee Region Joint Municipal Court Budget

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48 Fred began by addressing the “Allocation of TiPSS Software Only” document, noting that per
49 the committee’s discussion at its July 18 meeting, the Joint Municipal Court’s share of the new
50 TiPSS software would be 47 percent (\$30,957) of the \$65,865 cost, and the City of Onalaska’s
51 share would be 53 percent (\$34,908). Fred presented the new breakdown of costs to committee
52 members:

53

54 Municipality	Cases	Pct.	Est. Expenditures	Est. Court Costs	Alloc. Of Shortage
55 Onalaska	1,858	59.1005	\$38,926.55	--	\$38,926.55
56 Bangor	86	2.5958	\$1,709.75	--	\$1,709.75
57 Campbell	293	8.8439	\$5,825.07	--	\$5,825.07
58 Holmen	588	17.7483	\$11,689.89	--	\$11,689.89
59 Shelby	59	1.7809	\$1,172.97	--	\$1,172.97
60 West Salem	329	9.9306	\$6,540.77	--	\$6,540.77
61 Totals	3,313	100	\$65.865.00	--	\$65.865.00

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63 Fred directed committee members to the line item descriptions and justification document he had
64 distributed, noting the proposed 2020 budget is \$195,194, which is \$2,376 less than he had
65 originally thought it would be. The line items are as follows:

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- 67 • \$70,760 for Salaries – Regular (original estimate was \$72,420)
 - 68 • \$29,936 for Wages – Regular (original estimate was \$29,580)
 - 69 • \$45,696 for Wages – Permanent Part-Time
 - 70 • \$11,199 for FICA (original estimate was \$11,299)
 - 71 • \$8,261 for Retirement (WRS) (original estimate was \$8,350)
 - 72 • \$27,043 for Health Insurance (estimated 10-percent increase) (original estimate was
73 \$27,779)
 - 74 • \$2,223 for Dental Insurance (estimated 10-percent increase) (original estimate was
75 \$2,381)
 - 76 • \$76 for Life Insurance (original estimate was \$65)
- 77

78 The Personnel Justification for 2020 is as follows:

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80	<u>Full-Time Personnel</u>		
81 Pct. Allocated to Dept.	Job Title	2019 Gross	2020 Prop.
82	Municipal Court Supervisor	\$46,643	\$48,952
83 45	Finance Support Clerk	\$17,643	\$18,516

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84	10	Financial Services Director	\$8,670	\$8,844
85	4	IT Systems Admin.	\$2,425	\$2,291
86	4	HR Director	\$2,595	\$2,720
87	10	Deputy Finance Director	\$6,287	\$6,579
88	5	Payroll/HR Clerk	\$2,084	\$2,187
89	1	City Administrator	\$1,309	\$1,373
90	10	Office Clerical Support	\$4,396	\$4,599
91	10	Office Clerical Support	\$3,784	\$4,634
92		Subtotals	\$95,835	\$100,696

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94

	<u>Part-Time Personnel</u>		
Job Title	2019 Gross		2020 Prop.
95 Municipal Court Judge	\$24,000		\$24,000
96 Asst. Municipal Court Clerk	\$18,509		\$21,696
97 Subtotals	\$42,509		\$45,696

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100 Fred referred back to the 2019 budget and told committee members Office Clerical Support staff
101 members Stacy Wilk and Lisa Schmidt's percentages are 33 and 13.2, respectively (both
102 positions were budgeted for 10 percent). Financial Support Clerk Jackie Peters' percentage is at
103 58.18 (her position was budgeted for 45 percent). Fred expressed optimism those percentages
104 will decrease in 2020 due to the installation of TiPSS. Fred addressed the Assistant Municipal
105 Court Clerk's position, currently held by Linda Wysocki, and told committee members Linda's
106 proposed salary increase is because City of Onalaska staff did not feel comfortable with the
107 city's seasonal part-time employees earning more than its permanent part-time employees.

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109 The expenditures in the 2020 budget are as follows:

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- 111 • \$700 for Phone/Internet/Cable (\$350 for local & long distance, \$350 for fax & modem
112 lines/charges/internet)
- 113 • \$12,871 for Software Maintenance Contractual (\$12,200 for TiPSS, \$671 for city
114 applications, per IT calculations)
- 115 • \$192 for Equipment Maintenance Contractual (Mitel telephone system)
- 116 • \$4,522 for Other Contractual Services (\$1,000 for substitute judges, \$2,100 for Adoni
117 Networks, \$480 for Police Reserves security, \$750 for attorney direct cost, \$162 for 3P
118 Administrators, Inc., \$30 for Gundersen Lutheran EAP membership fee)
- 119 • \$200 for Transcription Contractual
- 120 • \$650 for Office Supplies (\$300 for printer ink cartridges, \$200 for supplies, \$150 for
121 miscellaneous)
- 122 • \$2,500 for Postage
- 123 • \$854 for Copy Usage & Paper (\$250 for copy paper, \$604 for copy machine expense)
- 124 • \$930 for Subscriptions & Dues (\$100 for Municipal Judges' Association, \$750 for

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- 125 Wisconsin Supreme Court, \$80 for Wisconsin Municipal Court Clerk Association)
- 126 • \$1,465 for Seminars, Conferences & Travel (\$600 for Judge’s Seminar, \$600 for Clerk’s
- 127 Seminar, \$265 for Clerk’s CLE Certificate Program)
- 128 • \$1,003 for Operating Supplies (\$453 for interpreter fees, \$400 for ETS annual fee, \$150
- 129 for paper shredder)
- 130 • \$300 for Printing & Forms
- 131 • \$300 for Insurance – Workers Comp
- 132 • \$65,865 for Outlay (TiPSS software)
- 133 • Total of \$92,352

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135 The 2020 Estimated Budget, with 2019 number of cases (first and second quarters, along with

136 the 2018 third and fourth quarters) is as follows:

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138	Municipality	Cases	Pct.	Est. Expenditures	Est. Court Costs	Alloc. Of Shortage
139	Onalaska	1,858	59.1005	\$171,345.39	\$52,008.45	\$119,336.94
140	Bangor	86	2.5958	\$7,525.90	\$2,284.33	\$5,241.56
141	Campbell	293	8.8439	\$25,640.55	\$7,782.67	\$17,857.88
142	Holmen	588	17.7483	\$51,456.12	\$15,618.47	\$35,837.65
143	Shelby	59	1.7809	\$5,163.11	\$1,567.16	\$3,595.95
144	West Salem	329	9.9306	\$28,790.93	\$8,738.91	\$20,052.02
145	Totals	3,313	100	\$289,922.00	\$88,000.00	\$201,922.00

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147 Motion by Scott Heinig, second by Terry, to recommend to the City of Onalaska Common

148 Council approval of the 2020 Coulee Region Municipal Court Budget, as presented.

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150 On voice vote, motion carried.

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152 **Item 7 – Next meeting date – October 17, 2019**

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154 Committee members decided to meet again in January 2020 rather than in October.

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156 **Adjournment**

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158 Motion by Scott Heinig, second by Terry Schaller, to adjourn at 3:54 p.m.

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160 On voice vote, motion carried.

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162

163 Recorded by:

164

165 Kirk Bey

Reviewed 8/19/19 by Fred Buehler