

Coulee Region Joint Municipal Court Committee

Thursday, August 30, 2018

1

1 The meeting of the Coulee Region Joint Municipal Court Committee was called to order on
2 Thursday, August 30, 2018. It was noted that the meeting had been announced and a notice
3 posted at City Hall.

4
5 Roll call was taken with the following members present: Village of Holmen Administrator Scott
6 Heinig, Village of West Salem Administrator Teresa Schnitzler, Town of Holland Representative
7 Mike Hoffman, Town of Campbell Representative Terry Schaller, City of Onalaska
8 Administrator Eric Rindfleisch, Village of West Salem Police Chief Charles Ashbeck (alternate)

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

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

16
17 The following amendment must be made to the July 19, 2018 Joint Municipal Court Committee
18 minutes:

19
20 Town of Shelby Representative Sean Horton was in attendance. Sean's name was inadvertently
21 omitted from the minutes.

22
23 Motion by Scott, second by Mike, to approve the amended minutes from the previous meeting as
24 printed and on file in the City Clerk's Office.

25
26 On voice vote, motion carried.

27
28 **Item 3 – Public Input (Limited to 3 minutes/individual)**

29
30 Scott called three times for anyone wishing to provide public input and closed that portion of the
31 meeting.

32
33 **Consideration and possible action on the following items:**

34
35 **Item 4 – Clerk of Court:**

- 36
37 a. Update regarding Tyler Content Manager software

38
39 Hildie told committee members the Tyler Content Manager software is fully functional and said
40 the City of Onalaska is a "pilot municipality," noting only one other municipality, which is not
41 completely paperless, had responded to her email. Hildie said her vision is to have read-only

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42 access to the city attorneys and to minimize paper documents in the courtroom by 2019. Hildie
43 told committee members she had scanned the 2018 data from the Village of West Salem and the
44 Town of Shelby, noting records may be disposed of once the 2018 data has been scanned
45 because they will be electronic.

46

47 Scott asked Hildie when in 2019 city attorneys will have read-only access.

48

49 Hildie told Scott everything is “ready to go.”

50

51 Teresa asked if any training will be necessary.

52

53 Hildie said she will be able to conduct training sessions, telling Teresa one simply will have to
54 input a name and press a button to examine documents. Attorneys will not need the docket sheet
55 because it will be scanned after court and contain notes both by the judge and the prosecutor.
56 Attorneys also will be able to include their input. Hildie said files currently must be brought
57 over as pdfs; however, Tyler is developing a link between the Outlook email system, and files
58 eventually will be imported via that link. Emails from prosecutors currently must be cut and
59 pasted into the clerk’s notes. Hildie said the emails eventually will be imported into the file.

60

61 Judge Brinckman said in the past city attorneys would write recommendations for defendants on
62 a piece of paper. Within the last few months, city attorneys for each jurisdiction have begun
63 writing their notes on the back of the docket. Judge Brinckman asked Hildie if she has
64 determined how the court will be able to incorporate city attorneys inputting their notes into the
65 computer.

66

67 Hildie said she and Judge Brinckman will have the same docket sheet, which will be the only
68 paper document. Hildie said she wants city attorneys to only have read-only access so that they
69 cannot make any alterations.

70

71 Judge Brinckman said it has been typical over the last three months to lose track of the
72 prosecutors’ notes, adding he would enter the notes after the fact the night of the pretrial. Judge
73 Brinckman said the court will now have a history of the conversation between the prosecutors
74 and the defendants.

75

76 Hildie said the previous docket sheets still may be printed so there is a continued running of the
77 history.

78

79 Fred inquired about a municipality that does not utilize TraCS.

80

81 Hildie said the Town of Shelby does not utilize TraCS and told Fred all the citations are entered
82 manually into Incode.

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83

84 Hildie told committee members her office also is serving as a pilot program by handling the City
85 of Onalaska's citations.

86

87 **Item 5 – Finance Department:**

88

89 a. Financials

90

91 Fred said the \$130,108.59 collected for fines and forfeitures are for citations that were processed
92 through July. Fred referred to Expense Line Item No. 208-51200-393 ("Fines & Forfeitures")
93 and said the amount of \$118,562.44 reconciles with the \$130,108.59 collected for fines and
94 forfeitures once the amount held back for January (\$11,545.95) is included.

95

96 Motion by Eric, second by Teresa, to approve the Financials.

97

98 Fred noted the Town of Medary has withdrawn from the Joint Municipal Court, but is still listed.

99

100 Scott said, "We're not sure why, but they are not a member."

101

102 On voice vote, motion carried.

103

104 b. 2019 Coulee Region Joint Municipal Court Budget

105

106 Fred began with the "Personnel Justification" budget document, telling committee members the
107 difference between 2018 and 2019 is the amount of time City of Onalaska Financial Support
108 Clerk Jackie Peters devotes to her duties. Fred noted there are more than 7,500 citations and said
109 they are comprised of several different components such as witness fees and restitution. Fred
110 said they all must be treated differently and told committee members every cost is "added to the
111 puzzle." Fred noted certain fines go to the State of Wisconsin, and some are routed back to the
112 towns, cities, and villages. Fred said staff runs into six to eight challenges daily with citations,
113 "and that's going to take time until it all clears out of the system." However, Fred also said he
114 feels comfortable that starting in November these challenges will no longer be present.

115

116 Scott asked Fred if he believes the 45 percent allocated for Jackie's position is an approximate
117 representation of the accurate duties going forward throughout 2019, or if that was the
118 percentage allocated when the City of Onalaska was facing challenges and catching up.

119

120 Fred said, "I feel that's what it's going to be. That's pretty much the plateau." Fred also told
121 Scott he has had the state report in his possession and reconciled every second or third day since
122 November 2017. Fred said, "[Jackie] is balancing it daily because there are so many moving
123 parts."

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124
125 Kim noted Jackie also devotes a significant amount of time inputting collections and ensuring
126 that payments are going to the correct citations.

127
128 Fred estimated that the City of Onalaska has received more than \$100,000 through State Debt
129 Collection.

130
131 Scott said the feedback he has received over the last year is that the transition into the new
132 process has been “very positive.”

133
134 Fred said this budget represents a 10-percent increase in health insurance and noted it will be
135 adjusted once he has a more definitive figure.

136
137 The Personnel Justification for 2019 is as follows:

138

139 **Full-Time Personnel**

Pct. Allocated to Dept.	Job Title	2018 Gross	2019 Prop.
	Municipal Court Supervisor	\$44,375	\$46,643
142 45	Finance Support Clerk	\$8,216	\$17,643
143 10	Financial Services Director	\$8,500	\$8,670
144 4	IT Systems Admin.	\$2,314	\$2,425
145 4	HR Director	\$2,408	\$2,595
146 10	Deputy Finance Director	\$3,003	\$6,287
147 5	Payroll/HR Clerk	\$1,963	\$2,084
148 1	City Administrator	\$1,248	\$1,309
149 10	Office Clerical Support	\$4,200	\$4,396
150 10	Office Clerical Support	--	\$3,784
151	Subtotals	\$76,227	\$95,835

152

153 **Part-Time Personnel**

Job Title	2018 Gross	2019 Prop.
154 Municipal Court Judge	\$24,000	\$24,000
156 Asst. Municipal Court Clerk	\$15,974	\$18,509
157 Subtotals	\$39,974	\$42,509

158

159 Fred next addressed the line item descriptions and justification for expenses, including:

160 • \$700 for phone/internet/cable (\$360 for local and long distance, \$360 for fax and modem
161 lines/charges/internet

162 • \$8,022 for software maintenance contractual (\$6,725 for Incode & AccuServer
163 Management service, \$671 for city applications, \$626 for Content Manager)

164 • \$192 for equipment maintenance contractual (telephone system)

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- 165 • \$4,522 for other contractual services (\$1,000 for substitute judges, \$2,100 for Adoni
166 Networks, \$480 for police reserve security, \$750 for attorney direct cost, \$162 for 3P
167 Administrators, Inc., \$30 for Gundersen Admin. – EAP membership fee)
- 168 • \$200 for transcription contractual
- 169 • \$650 for office supplies (\$300 for printer ink cartridges, \$200 for supplies, \$150 for
170 miscellaneous)
- 171 • \$2,000 for postage
- 172 • \$854 for copy usage and paper (\$250 for copy paper, \$604 for copy machine expense)
- 173 • \$930 for subscriptions and dues (\$100 for Municipal Judges Association, \$750 for
174 Wisconsin Supreme Court, \$80 for Wisconsin Municipal Court Clerk Association)
- 175 • \$1,465 for seminars, conference and travel (\$600 for judges’ seminar, \$600 for clerks’
176 seminar, \$265 for clerk’s CLE Certificate Program)
- 177 • \$2,003 for operating supplies (\$453 for interpreter fees, \$400 for ETS annual fee, \$1,000
178 for laptop, \$150 for paper shredder)
- 179 • \$300 for insurance and workers compensation
- 180 • Total is \$22,138

181
182 Fred addressed the servers, telling committee members Tyler is now on a server of its own as it
183 relates to Version 8. This has reduced the duration of processing time.

184
185 Scott addressed the part-time personnel section on the Personnel Justification document and
186 asked Fred if a new position is being created.

187
188 Scott was told the Assistant Municipal Court Clerk’s position already exists.

189
190 Scott asked why it has been classified as a new position on the document.

191
192 Fred said Judge Brinckman’s budget proposes increasing number of hours for the Assistant
193 Municipal Court Clerk’s position from 1,200 to 1,356.

194
195 Hildie said the increase in hours will be beneficial, telling committee members the Assistant
196 Municipal Court Clerk currently only works 23 hours per week. Hildie said the City of
197 Onalaska’s parking citations come through the Municipal Court when they reach a certain point,
198 and she told committee members she had had to input 247 citations by hand. Only 24 have been
199 submitted to the Wisconsin Department of Motor Vehicles so far. Hildie further explained she
200 must monitor how many tickets come in through Incode that go to each municipality, and she
201 also must complete monthly data reports, scorecards, and insurance reports. Hildie reiterated it
202 will be beneficial to add three hours a week to the Assistant Municipal Court Clerk position.

203
204 Judge Brinckman noted Hildie is spending more than three hours a week handling parking
205 citations.

Reviewed 9/4/18 by Fred Buehler

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206
207 Hildie said registration can be suspended by the Police Department, and when the citations reach
208 her she must convert them from an ordinance to a statute, thereby allowing a violator's drivers
209 license to be suspended. Hildie said she determined an extra \$38 dollars in court costs can be
210 added, which will mean additional revenue for the City of Onalaska and the State of Wisconsin.

211
212 Police Chief Ashbeck asked if the parking tickets will fall under the tickets not dismissed
213 category.

214
215 Fred said parking citations are not part of tickets not dismissed because parking is citations not
216 dismissed.

217
218 Police Chief Ashbeck noted each municipality is paying for Hildie's time, part of which is being
219 devoted to handling parking citations issued in the City of Onalaska, and he asked if that should
220 fall under tickets not dismissed as part of Onalaska's share of paying for those services. Police
221 Chief Ashbeck said, "If we submit parking tickets, they should fall under our tickets not
222 dismissed as well."

223
224 Fred said, "The system has the capability of having citations and tickets. And so to just do an
225 inquiry, you can't do them both."

226
227 Teresa said, "You [Hildie] are spending more time on Onalaska's stuff."

228
229 Hildie told Teresa to send her the Village of West Salem's parking citations.

230
231 Police Chief Ashbeck asked if each municipality's budget is being affected if Hildie is requesting
232 more hours for the Assistant Municipal Court Clerk's position because more time is being
233 devoted to parking citations.

234
235 Scott noted the Village of Holmen handles its own parking citations.

236
237 Police Chief Ashbeck said he is not opposed to sending some of the Village of West Salem's
238 citations to the City of Onalaska, adding, "I'm not against Onalaska doing this."

239
240 Teresa said, "But you're saying their percentage share of the court costs should be increased
241 because [the Assistant Municipal Court Clerk] is spending Municipal Court time on them."

242
243 Hildie said that the Assistant Municipal Court Clerk has not spent any time on them so far.
244 Hildie also said space has become very limited in her filing cabinets and told committee
245 members either more filing cabinets need to be purchased or citations from 2018 and past must
246 be scanned so they can be disposed of. Hildie said she needs the Assistant Municipal Court

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247 Clerk to assist with scanning due to the amount of time it requires. Hildie said, “We don’t just
248 scan Onalaska. Everyone is going to be scanned.”

249

250 Teresa said Police Chief Ashbeck simply was stating more time was being spent on the City of
251 Onalaska, so perhaps its percentage share of the costs should be adjusted.

252

253 Scott said, “It’s a personal community issue. I agree; [Police Chief Ashbeck] is right. It totally
254 doesn’t necessarily belong out of this budget. But considering the history of what you [City of
255 Onalaska] have gone through, it makes the most sense for it to be processed that way, and to
256 have the checks and balances that you’ve put in. Where else are you going to do it? You’re not
257 going to create a whole separate department to do that. When you had that, it didn’t work. I
258 think you have to put it where you’re putting it. It is a fair argument that it shouldn’t necessarily
259 be subsidized by everyone else, but I’m not sure about the total dollars here. We’re talking about
260 a couple thousand dollars. [Onalaska] already pays 50 percent.”

261

262 Fred said he can assure committee members that the number of individuals who do not make
263 restitution will be minimal once Hildie proceeds to suspend the drivers’ licenses of individuals
264 who were issued a parking ticket.

265

266 Hildie said the word is spreading that the Joint Municipal Court has become more aggressive
267 than in the past about collecting fines.

268

269 Scott said the Village of Holmen would have the option of sending its parking citations to the
270 City of Onalaska, and he told Hildie, “Let’s monitor it and figure out what it really is.”

271

272 Hildie said the situation will improve once the system is fully functional and eventually she will
273 not have to input nearly 250 citations by hand as the city will have another scheduler. Citations
274 also will be imported the same way traffic citations are through TraCS.

275

276 Police Chief Ashbeck noted the majority of citations issued are for parking violations and said,
277 “That would be my concern: how many tickets are coming through your office. Obviously not
278 every single ticket comes through. It’s a smaller percentage because it’s the only ones that don’t
279 get paid. I think that would be telling for this committee. Are we talking just 250 a year? Are
280 we talking 2,000 a year? What comes through? You probably don’t have that number yet.”

281

282 Hildie said she does not, noting only the citations contested in 2017 had been taken. Hildie
283 noted there had not been many and said, “Now we have the ones that are hanging out there that
284 they want to get paid because they’re sitting on the books.”

285

286 Police Chief Ashbeck asked Hildie if she is receiving citations electronically.

287

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288 Hildie said yes and added, “As soon as we’re up and running with that they’re going to come the
289 same way.” Hildie explained the first 247 citations had taken longer because she had to input
290 them by hand, and she assured Police Chief Ashbeck that will not happen again once the
291 programs are fully functional.

292

293 Scott said, “If [Onalaska] is going to have an oversight, this is the best place for it to be, and
294 obviously it makes the most sense. But the Joint Municipal Court – all of us together – should
295 not necessarily be subsidizing that piece. It’s a separate issue. That being said, you can monitor
296 it and see exactly about what it is. Then at the end of the year, I would like to see a report on it,
297 Fred can do a journal entry and cut us a check. We’ll just transfer the money into the court.”

298

299 Police Chief Ashbeck stressed that while he does not object to the City of Onalaska handling it
300 this way, he also stated, “It needs to be fair.” Police Chief Ashbeck also said he might send his
301 parking citations to the City of Onalaska.

302

303 Scott said he does not object as long as the City of Onalaska pays back the Village of Holmen.

304

305 The 2019 Estimated Budget is as follows:

306

307	Municipality	Cases	Pct.	Est. Expenditures	Est. Court Costs	Alloc. Shortage
308	Onalaska	1,808	53.0984	\$109,916.31	\$37,699.85	\$72,216.46
309	Bangor	128	3.7592	\$7,781.69	\$2,669.02	\$5,112.67
310	Campbell	347	10.1909	\$21,095.66	\$7,235.54	\$13,860.13
311	Holmen	734	21.5565	\$44,623.10	\$15,305.14	\$29,317.96
312	Shelby	82	2.4082	\$4,985.14	\$1,709.84	\$3,275.30
313	West Salem	306	8.9868	\$18,603.09	\$6,380.62	\$12,222.48

314

315 Teresa asked Fred if the percentages are firm in terms of what he expects to charge in the 2018
316 budget.

317

318 Fred said he hopes what is being presented is a “worst-case scenario” with a 10-percent increase
319 in health insurance. Fred promised to send each municipality a revised copy.

320

321 Motion by Scott, second by Teresa, to recommend that the 2019 Joint Municipal Court Budget,
322 as presented, move forward to the City of Onalaska Common Council for adoption.

323

324 On voice vote, motion carried, 4-0, with one abstention (City of Onalaska Administrator Eric
325 Rindfleisch).

326

327 **Item 7 – Next meeting date – October 18, 2018**

328

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329 The Joint Municipal Court Committee's next meeting is scheduled for 3:30 p.m. on Thursday,
330 October 18.

331

332 **Adjournment**

333

334 Motion by Teresa, second by Terry, to adjourn at 4:04 p.m.

335

336 On voice vote, motion carried.

337

338

339 Recorded by:

340

341 Kirk Bey