

**Coulee Region Joint Municipal Court Committee**

Thursday, October 18, 2018

1

1 The meeting of the Coulee Region Joint Municipal Court Committee was called to order at 3:30  
2 p.m. on Thursday, October 18, 2018. It was noted that the meeting had been announced and a  
3 notice 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 Campbell  
7 Representative Terry Schaller, Town of Holland Representative Mike Hoffman, Village of  
8 Holmen Police Chief Shane Collins, Village of Bangor Police Chief Scott Alo, Village of West  
9 Salem Police Chief Charles Ashbeck (alternate)

10  
11 Also Present: 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, Robert Ritger, citizen

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

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

19  
20 On voice vote, motion carried.

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

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

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

28  
29 **Item 4 – Clerk of Court:**

30  
31 a. Remote access software for Town-City-Village (TCV) attorneys

32  
33 Kim said the City of Onalaska is preparing to go paperless with the attorneys and the court  
34 Monday evenings. Kim said Hildie's goal is to be paperless by January 1, and also that Hildie  
35 has spoken to each of the town and village attorneys about transitioning to paperless. Kim said  
36 each municipality that wishes to have access to the court will need to supply a laptop to the City  
37 of Onalaska. City staff will load the court software onto the laptops, and staff also will load the  
38 TCM product that will allow the court to go paperless. Attorneys will be able to sit in court and  
39 view citations or correspondence with the defendant. Kim reported the City of Onalaska's IT  
40 Department is working with Tyler Technologies to determine licensing issues and server  
41 specifications. Kim said she does not know at this time if any costs will be involved, adding that

**Coulee Region Joint Municipal Court Committee**

Thursday, October 18, 2018

2

42 the process to install the software should not take a significant amount of time.

43

44 Fred asked if attorneys should be able to dial in from their respective offices.

45

46 Kim told Fred he is correct.

47

48 Scott Heinig asked if the laptops already exist or if more laptops must be purchased.

49

50 Kim said each attorney may use his/her own laptop.

51

52 b. Quarterly scorecard for TCV

53

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

55

- 56 • **Total citations filed:** 881
- 57 • **Citations dismissed:** 133
- 58 • **Trials:** 2
- 59 • **Guilty/No Contest/Default:** 915
- 60 • **Not guilty plea:** 36
- 61 • **Revocations/suspensions:** 20
- 62 • **NASP:** 1
- 63 • **DPA:** 18
- 64 • **Community service:** 23
- 65 • **Continued:** 115
- 66 • **Total:** 2,144

67

68 **Item 5 – Finance Department:**

69

70 a. Financials

71

72 The JMC monthly summary for each municipality through September 2018 is as follows:

73

74 <b>Municipality</b>	<b>Forfeitures</b>	<b>Court Costs Due City</b>	<b>Total</b>
75 Onalaska	\$96,918.23	\$33,484.45	\$130,402.68
76 Bangor	\$5,675.62	\$2,830.00	\$8,505.62
77 Campbell	\$12,273.77	\$5,358.43	\$17,632.20
78 Holmen	\$33,227.35	\$13,004.48	\$46,231.83
79 Shelby	\$3,826.51	\$1,618.46	\$5,444.97
80 West Salem	\$14,422.47	\$6,867.58	\$21,290.05
81 <b>Totals</b>	<b>\$166,343.95</b>	<b>\$63,163.40</b>	<b>\$229,507.35</b>

82

Reviewed 10/22/18 by Fred Buehler

**Coulee Region Joint Municipal Court Committee**

Thursday, October 18, 2018

3

83 Fred referred to Expenditures Account No. 208-51200-393 (“Fines/Forfeitures for Towns, Cities  
84 and Villages”) and said the \$154,798 plus the \$11,545.95 held back in January equals fines and  
85 forfeitures under Revenues (\$166,343.95).

86

87 Motion by Teresa, second by Terry, to approve the financials.

88

89 On voice vote, motion carried.

90

91 b. Quarterly report containing cases not dismissed

92

93 The 2018 third quarter and year-to-date cases not dismissed are as follows:

94

95	<b>Agency</b>	<b>No.</b>	<b>YTD</b>	<b>Pct.</b>
96	Onalaska	581	1,465	55.5556
97	Bangor	30	100	3.7922
98	Campbell	62	229	8.6841
99	Holland	--		--
100	Holmen	164	582	22.0705
101	Rockland	--		--
102	Shelby	25	63	2.3891
103	West Salem	82	198	7.5085
104	<b>Total</b>	<b>944</b>	<b>2,637</b>	<b>100</b>

105

106 Teresa asked Fred if the City of Onalaska’s parking citations are included in its percentage.

107

108 Fred said yes.

109

110 c. Reimbursement to JMC for 2018 costs associated with City of Onalaska parking tickets  
111 prior to 10-1-2018

112

113 Scott Heinig said the City of Onalaska had recently begun utilizing the court resources to process  
114 parking citations, noting they never were part of the court, nor are they part of the court from any  
115 other community.

116

117 Fred said the City of Onalaska wanted to address 250 outstanding, unpaid parking citations that  
118 were issued from April 2016 through August 2018. Fred said the goal was to run the citations  
119 through the court system, get them adjudicated, and then proceed through the State Debt  
120 Collection with whichever method possible. Fred noted the court system has the capability of  
121 suspending not only a motorist’s registration, but also his/her driver’s license. Fred told  
122 committee members the City of Onalaska intends to reimburse the Joint Municipal Court for any  
123 time city staff utilized to manually input citations. Fred explained that the city’s current software

**Coulee Region Joint Municipal Court Committee**

Thursday, October 18, 2018

4

124 had not been installed and the citations were manually inputted. Fred referred to a handout  
125 distributed to committee members and pointed out Municipal Court Supervisor Hildie McIntyre  
126 had spent an estimated 43½ hours in July, August, and September addressing parking citations at  
127 a cost of \$1,913.30. That total includes adding another 10 hours to the 43½ hours and Hildie’s  
128 hourly rate, plus benefits. Fred told committee members that as of October 1, any parking  
129 citations issued by the City of Onalaska Police Department state that anyone who decides not to  
130 pay will face increased fines. If that person still does not pay his/her fine, the citation will be  
131 adjudicated at a court-cost fee of \$38 – \$33 of which remains with the City of Onalaska, and \$5  
132 of which goes to the State of Wisconsin. Fred referred to a note on the handout and said an  
133 additional \$3,630 would be generated for the Joint Municipal Court in 2019 if an estimated 110  
134 individuals do not pay their citations and \$33 per citation remains with the City of Onalaska.  
135 Fred noted the \$3,630 would more than exceed Hildie’s hourly rate. Fred said, “We’ll be  
136 switching. For the ones we had to do manually, we’ll be reimbursing the Joint Municipal  
137 Court.”

138  
139 Fred told committee members that when the City of Onalaska Police Department issues a  
140 citation, it is automatically downloaded into the system. The individual who was issued the  
141 citation has the ability to pay it the next day if he/she so chooses as city staff will have the ability  
142 to process it.

143  
144 Kim referred to the scheduler that is part of the system, noting it takes care of all the dating. Kim  
145 said the scheduler takes over 10 days after a citation is issued and additional fees are added – \$10  
146 after 10 days, for example. Hildie takes over 31 days after a citation is issued, and she then has  
147 the ability to adjudicate citations. Kim said she believes citations are forwarded to State Debt  
148 Collection after 150 days.

149  
150 Fred noted citations issued by the City of Onalaska Police Department clearly state anyone who  
151 does not pay the citation faces an additional court cost (\$38 fee).

152  
153 Kim said manual hours for citations no longer are being added for citations as the system is  
154 processing them.

155  
156 Fred noted that per state statute, violators are sent two letters, one of which informs them they  
157 may suspend their registration after 28 days if they fail to pay. A second letter states a violator  
158 may suspend his/her driver’s license if he/she fails to pay a citation.

159  
160 Scott Heinig asked Fred if he believes the system’s efficiency will generate sufficient revenue  
161 that will allow the Joint Municipal Court to be reimbursed.

162  
163 Fred said, “Absolutely.”

164

**Coulee Region Joint Municipal Court Committee**

Thursday, October 18, 2018

5

165 For clarification, Scott Heinig asked Fred, “As of today, you’re suggesting those original entries  
166 are approximately a reimbursement of \$1,900?”

167

168 Fred said yes, adding, “When December comes, we will add October, November and December  
169 in and we will pay the actual hours.” Fred pointed out that per state statute, the Clerk of Court is  
170 not involved with parking citations until after the first 30 days.

171

172 Kim noted the Finance Department will send the letters to violators. The letters will not be billed  
173 to the Joint Municipal Court.

174

175 Fred referred to the handout and noted the hours listed for city staff members Stacy Wilk, Ann  
176 Brandt, and Jackie Peters were for non-parking matters. Fred said the time staff members spend  
177 processing parking citations is tied to the Finance Department hours and is not charged to the  
178 Joint Municipal Court.

179

180 Scott Heinig said, “My only comment – and I think we addressed this at our last meeting – this  
181 isn’t directly to staff specifically, but more so to administration and the [Common] Council, is  
182 that these things be shared earlier so that they’re not kind of dumped on the committee and the  
183 partnership as a surprise. Obviously the way it’s being handled is actually very well thought out  
184 and efficient for the city, as well as not really impacting the court. But it probably would have  
185 been wise to share that earlier – certainly before we entered into the budget process.”

186

187 Police Chief Ashbeck addressed the \$3,630 in expected revenue and said it is his understanding  
188 some of those funds will assist in reimbursing the time being utilized by Hildie to address  
189 parking citations.

190

191 Fred said a small portion of it will be utilized for that purpose, with the rest being considered as  
192 revenue to the Joint Municipal Court under “Court Costs” on the budget.

193

194 d. Future costs associated with the usage of Joint Municipal staff for the City of Onalaska  
195 parking tickets

196

197 This was addressed under Item 5c.

198

199 e. Options of Towns and Villages to participate in the parking ticket software.  
200 Reimbursement/cost sharing of software costs, costs associated from the Finance  
201 Department and usage of State Debt Collection

202

203 Scott Heinig said he is speaking on behalf of the Village of Holmen and stated he has no interest  
204 in participating. Scott said, “It may be one thing if we were tied into it from the software  
205 perspective as well. But I don’t want to have additional costs associated with my community

**Coulee Region Joint Municipal Court Committee**

Thursday, October 18, 2018

6

206 and tying more costs into the court. I don't want to end up seeing the court become more than  
207 what it was intended to be originally – particularly from a labor standpoint if we have to add  
208 more labor force to do this. It sounds like it's not entirely an issue if it's as efficient as it is with  
209 the software, but we're not all hooked up that same way. At this particular time I'm glad with  
210 just keeping it in house for Holmen.”

211  
212 Teresa asked Police Chief Ashbeck if the Village of West Salem will remain in house.

213  
214 Police Chief Ashbeck said yes and asked if there will be an explanation regarding the costs.

215  
216 Fred said the TCM was budgeted and paid solely on the Joint Municipal Court, noting it had  
217 been budgeted in the 2018 budget. Fred said the parking software contract the City of Onalaska  
218 had purchased cost \$3,825, and the annual maintenance contract cost \$1,275. Fred said Hildie is  
219 utilizing the software on a smaller level.

220  
221 Kim said Hildie is utilizing the software once she adjudicates citations.

222  
223 Fred said the Joint Municipal Court has not paid for any of the time Jackie has spent on deposits  
224 or working with the State Debt Collection, nor has it paid for the time staff has spent ringing up  
225 parking citations. Fred said the city will have to look into cost-sharing if other communities  
226 become involved.

227  
228 Scott Heinig reiterated he does not see the point in the Village of Holmen participating because it  
229 is more efficient for the village to handle these matters in-house.

230  
231 Police Chief Ashbeck said that while he does agree with Scott Heinig, he is not opposed to  
232 exploring the costs associated with participating.

233  
234 Fred noted that Hildie is inputting parking citations manually for the communities that do not  
235 have TRACS for parking citations.

236  
237 Police Chief Ashbeck asked Fred if the 110 citations he is estimating for 2019 will be part of the  
238 City of Onalaska's tickets not dismissed column.

239  
240 Fred said the citations will be adjudicated.

241  
242 Police Chief Alo noted that parking citations may be contested and taken to court.

243  
244 Fred said anyone who decides to contest a parking citation issued by the City of Onalaska is  
245 automatically increased by a \$38 fee, and he promised to ask legal counsel if the court has the  
246 authority to add a \$38 fee for contested citations issued in the towns and villages.

**Coulee Region Joint Municipal Court Committee**

Thursday, October 18, 2018

7

247

248 Scott Heinig reminded committee members that each municipality will bear the costs if it  
249 chooses to participate.

250

251 **Item 6 – Next meeting date – January 17, 2019**

252

253 The Joint Municipal Court Committee will meet again Thursday, January 17, 2019.

254

255 **Adjournment**

256

257 Motion by Teresa, second by Mike, to adjourn at 4:15 p.m.

258

259 On voice vote, motion carried.

260

261

262 Recorded by:

263

264 Kirk Bey