

Coulee Region Joint Municipal Court Committee

Thursday, January 21, 2016

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1 The meeting of the Coulee Region Joint Municipal Court Committee was called to order at 3:31
2 p.m. on Thursday, January 21, 2016. 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: City of Onalaska Chief of Police Jeff
6 Trotnic, Town of Campbell Representative Cassie Hanan, Town of Holland Representative
7 Kathy Warzynski (alternate), Town of Holland Representative Michael Hoffman, Village of
8 Holmen Representative Scott Heinig, City of Onalaska Representative Joseph Davis, Town of
9 Campbell Chief of Police Drew Gavrilos, Village of Bangor Representative Scott Alo. West
10 Salem Chief of Police Charles Ashbeck arrived with the meeting in progress.

11
12 Also Present: Municipal Court Supervisor Amber Jolly, Financial Services Director/Treasurer
13 Fred Buehler, Municipal Court Judge John Brinckman

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15 **Item 2 - Approval of minutes from the previous meeting (August 20, 2015)**

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17 Motion by Scott Heinig, second by Michael, to approve the minutes from the previous meeting
18 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 Fred asked if anyone in attendance has spoken with representatives from the Village of Rockland
23 as to whether or not the village will be participating with the committee.

24
25 Amber said she had received an email from Deputy City Clerk Elizabeth Eklund stating the
26 name of the Village of Rockland's representative. Amber added that this individual had been
27 sent a notice.

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

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31 Police Chief Trotnic called three times for anyone wishing to provide public input and closed
32 that portion of the meeting.

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

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36 **Item 4 – Financials for 2015 – Fred**

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38 Fred referred to a green-colored sheet that states accounts receivable as of December 31, 2015.
39 Fred noted that Judge Brinckman had authorized him to remove the 2009 balances from the
40 books. Fred said he had not yet finalized the financials because a number of bills still need to be
41 paid. Fred referred to the back side of the green-colored sheet and noted that fines and

Reviewed 1/26/16 by Amber Jolly

42 forfeitures for 2015 totaled \$175,455.64. By comparison, the 2014 total was \$195,000; the 2013
43 total was \$203,000; the 2012 total was \$194,000; the 2011 total was \$189,000; and the 2010 total
44 was \$206,000. Fred explained to new members that the court costs stay within the program, and
45 the months of January and December are held back. The proration of the cost of the program to
46 each town, city and village is based on cases not dismissed. Fred said he will know within the
47 next week to 10 days whether member communities will have to pay him or he will be paying
48 them.

49
50 Fred was asked to explain the salary variations listed on the green-colored sheet. The total
51 budget lists \$55,729 in salaries, but \$79,072.74 is listed under “Fiscal Activity.”

52
53 Fred said it is possible someone was incorrectly coded and promised to look into this.

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55 Motion by Cassie, second by Police Chief Ashbeck, to accept the Financials for 2015.

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57 On voice vote, motion carried.

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59 **Item 5 – 2015 Year End Report on Accounts Receivable – FIO**

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61 Amber noted the spreadsheet included in committee members’ packets represents the years 2010
62 through 2015. Fines assessed as of December 31, 2015 totaled \$2,957,494.04. Fines collected
63 as of December 31, 2015 totaled \$2,105,424.88. The outstanding balance as of December 31,
64 2015 totaled \$852,069.16. Amber noted that the average collection rate among the participating
65 municipalities is 72 percent. The percentage increases to 75 percent after juvenile/minor fines
66 have been removed.

67
68 **Item 6 – Approval to use the Wisconsin Department of Revenue State Debt Collection**
69 **Services immediately for any unpaid outstanding payments due to member Towns and**
70 **Villages of the Joint Municipal Court**

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72 Amber said Judge Brinckman had learned of this alternative collection agency, which does not
73 charge a fee to municipalities, at a judicial seminar. Amber noted that the Tax Refund Intercept
74 Program (TRIP) is being utilized and described this collection service as “TRIP with teeth.” The
75 Wisconsin Department of Revenue has the ability to issue a tax warrant and garnish funds from
76 one’s checking account. Amber said as long as she has a person’s driver’s license, Social
77 Security Number or a business’ Federal Identification Number, she may upload it as long as it
78 meets the requirements. Those who don’t meet the requirements but meet the TRIP
79 requirements will remain in TRIP. Individuals in TRIP must have a minimum balance of \$20,
80 while individuals in state debt collection must have a balance of \$100. Individuals with a
81 balance of between \$50 and \$100 will automatically be transferred to TRIP. Amber said each
82 ticket represented one debt when she had to input debts into TRIP. However, there is an

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83 individual with six tickets, and Amber said the \$6,000 that is owned may be inputted as one
84 entry. The state debt collection adds 15 percent or \$35, whichever is greater, and state debt
85 collection collects what is owed at no cost to a municipality. Amber estimated that either 89 or
86 98 debts totaling approximately \$29,000 (including the state debt collection's fees) have been
87 inputted thus far from January 14 through January 20. The state debt collection will send out a
88 notice of what has been collected at the first of the month. By comparison, TRIP runs every
89 week. Amber said the money will be deposited through Fred's account that he established with
90 the state (ACH deposit). Amber said unpaid outstanding payments that were at least 60 days old
91 were given a 30-day notice so they met the 90-day requirement. Amber said some of the older
92 citations on warrant were chosen, and were the joint municipalities.

93

94 Fred asked Amber how many years she had gone back for the towns, cities and villages.

95

96 Amber said some older ones were done, as were some that were 60 days old.

97

98 Fred said that if the board approves this item he assumes Amber will move over everything from
99 2010 forward.

100

101 Amber said yes, noting that if individuals currently are on TRIP and she can combine them she
102 will move it over to state debt collection.

103

104 Motion by Scott Heinig, second by Scott Alo, to approve using the Wisconsin Department of
105 Revenue State Debt Collection Services immediately for any unpaid outstanding payments due
106 to member Towns and Villages of the Joint Municipal Court.

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108 Police Chief Ashbeck asked if each individual municipality must approve the use of this service.

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110 It was noted that the City of Onalaska's Finance and Personnel Committee and the Common
111 Council approved the use of this service.

112

113 Police Chief Ashbeck asked if there is anything stating that this item must come back before
114 each individual municipality or if action can be taken this afternoon.

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116 It was noted that action may be taken this afternoon because there is no cost to the
117 municipalities.

118

119 Amber said she is willing to send out individual emails to each municipality.

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121 On voice vote, motion carried.

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124 **Item 7 – Next meeting – 4/21/16**

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126 The Coulee Region Joint Municipal Court Committee is scheduled to meet again on Thursday,
127 April 21. Elections for Chair and Vice-Chair will be held at that time.

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129 **Adjournment**

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131 Motion by Scott Heinig, second by Chief Ashbeck, to adjourn at 3:51 p.m.

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133 On voice vote, motion carried.

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136 Recorded by:

137

138 Kirk Bey