

**COURT COMMITTEE MINUTES
EASTERN COLUMBIA COUNTY JOINT MUNICIPAL COURT COMMITTEE**

MEETING: WEDNESDAY, OCTOBER 16, 2019

RANDOLPH

The Eastern Columbia County Court Committee held a meeting on Wednesday, October 16, 2019 at 6:00 PM at the Randolph River Village Hall.

Present were the following: James Olrick, Chairperson, Steve Williams (Friesland), Jennifer Becker (Pardeeville), Ken Ireland (Randolph), Marty Stringfield (Cambria), Eric Hansen (Lodi), James Brook (Town of Lodi), Jeff Sloten (Fall River), William Breunig, Judge, Clerk, Karen Schmitt, Marie Abegglen, Bookkeeper, Deb Wells, Westra & Tillema, Patrick Vander Sanden, present to represent prior member, City of Columbus. Arriving late was Paul Crasy (Village of Wyocena).

The meeting was called to order by the 2019 Court Chairperson, James Olrick, at approximately 6:00PM.

AGENDA

ROLL CALL: The following municipalities were represented: Rio, Friesland, Pardeeville, Randolph, Cambria, City of Lodi, Town of Lodi, Fall River and Wyocena. Absent were representatives from Poynette, DeKorra, Town of Columbus and Arlington.

AGENDA: Motion to approve agenda by Jeff Sloten, seconded by James Brooks. All in favor. Motion carried.

11/13/2018 MINUTES: Motion to approve 11/13/18 minutes with the correction of Village of Friesland, not Town of Friesland, by Steve Williams. Seconded by Ken Ireland. All in favor. No discussion. Motion carried.

2018 REVIEW: Deb Wells: Retained earnings for 2018 are \$82,118.76. Deb's opinion regarding a payout was not to do one currently, but rather to wait for a couple of years to see how the court is doing without revenue from the City of Columbus.

NEW COURT PROGRAM AND COPIER: Discussion: The current copier is 6-7 years old and costs for toner are approximately \$800/year. New copier is approximately \$1,895.00 with a maintenance fee of \$37.40/month.

Motion to purchase new copier with maintenance agreement by Steve Williams, seconded by Jennifer Becker. No discussion. All in favor. Motion carried.

Discussion regarding new court program: Currently the court is using a software developer that is a sole proprietor located in Georgia. He has one support person located in Wisconsin. The proposed court software is a company called TIPSS and is based out of Madison. They have a

full staff of trained professionals and hold annual training seminars. The new program costs \$26,000 with a yearly maintenance fee of \$6,500.00. This price is protected through March 2020.

Discussion: It is difficult to get an exact amount of conversion fees-would have to hire an outside company. TiPSS does not do conversions. Would like to keep current software for 2 years so that the clerk can slowly migrate unpaid citations to new program. Should start a new budget line item regarding money towards new software program because in 10 years it will probably need to be updated.

New computer hard drive might be needed to accommodate both software systems – cap that expense at \$2,500.00

Motion by Paul Crasy to purchase new software/maintenance agreement by January 1, 2020 and new computer (not to exceed \$2,500); and to extend current maintenance fees of \$850.00 for at least 2 years. Motion seconded by Jeff Slotten. Discussion: Revisit annual maintenance fee of old program at next meeting to review progress of inhouse conversion by the clerk. All in favor. Motion carries.

WAGE AND BENEFITS: Wages: 2% for Judge; .50 for Clerk; .25 for Bookkeeper.

Benefits: Proposed sick day policy as follows:

Unused sick day policy payout only upon retirement (Retirement defined as the date the employee starts drawing on Wisconsin Retirement benefits):

5 years of service: 25 %

10 years of service: 50%

15 years of service: 75%

20 years of service: 100%

Discussion The committee had previously set the sick day policy for the Clerk beginning in 2014. The Judge asked that the committee consider using the date that the Clerk became full time which was the year 2000. Consideration should be given to the fact that the Clerk does not take health insurance.

Motion to approve the above sick day policy and payout upon retirement for the Clerk at 100% of sick days from the year 2000 upon retirement, by James Brooks seconded by Jennifer Baker. Vote: Steve Williams, yes. Ken Ireland, yes. Marty Stringfield, yes. Jennifer Becker, yes. Erick Hansen, yes. James Brooks, yes. Paul Crasy, yes. Jeff Slotten, No. Motion carries.

Wages: Motion to accept proposed wage increases by Steve Williams, seconded by Eric Hansen. All in favor. No Discussion. Motion carried.

PROPOSED 2020 BUDGET: Discussion: Under “Office Expenses, the current line item entitled “Programs/Maintenance” of \$7,000.00 should be divided in half and another line item entitled “Office Equipment Replacement Fund” should be added: \$3,500 should be under

Programs/Maintenance and \$3,500 should be under new line item of Office Equipment Replacement Fund.

Motion to approve proposed 2020 budget with change to add replacement fund to budget by Ken Ireland, seconded by Marty Stringfield. No further discussion. All in favor. Motion carried.

LETTER FROM COLUMBUS RE REQUEST FOR PAYOUT: Discussion: Payouts should only be made to "Member Municipalities". Motion by James Brooks not to make a payout to any municipality that leaves the Court and is no longer a "Member Municipality", seconded by Eric Hansen. All in favor. Motion carried.

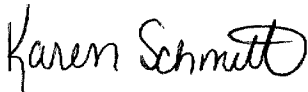
Further Discussion: A letter of this decision should be drafted by Chairperson and sent to City of Columbus.

Next agenda should include: Discussion re bylaws concerning when payouts should be made to member municipalities. (Clerk to send out bylaws prior to meeting)

Motion to adjourn by Paul Crasy, seconded by Ken Ireland

Meeting adjourned at approximately 8:00PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Karen Schmitt".

Karen Schmitt

EASTERN COLUMBIA COUNTY JOINT MUNICIPAL COURT

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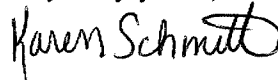
October 21, 2019

Dear Board Members:

Please indicate below whether your respective community has approved or disapproved the 2020 proposed budget and return this letter to me via mail or email at clerk@eccjmc.com.

Thank you for your cooperation in this matter.

Very truly yours,



Karen Schmitt
Court Clerk

Encl.

Circle One: Village of Fall River, Village of Rio, Village of Randolph, Village of Cambria, Village of Pardeeville, City of Lodi, Village of Poynette, Town of Columbus, Town of DeKorra, Village of Arlington, Town of Lodi, Village of Friesland, Village of Wyocena

_____ City Council

_____ Village Board

_____ Town Board

APPROVED _____

DATE APPROVED: _____

DISAPPROVED _____

DATE DISAPPROVED: _____

ECCJMC Budget 2020

	ACTUAL 2017	BUDGET 2018	ACTUAL 2018	BUDGET 2019	YTD 2019	BUDGET 2020
INCOME						
CITATION INCOME	\$106,267.00	\$82,121.98	\$108,649.03		\$100,214.53	\$91,827.43
INTEREST	\$129.41		\$446.44		\$331.63	\$750.00
WARRANT FEES	\$10,901.00		\$8,358.25		\$6,825.43	\$5,000.00
MISC	\$379.53		\$124.00		\$861.50	
NSF CHECK FEES	\$485.00		\$693.50		\$250.00	\$200.00
MISC INCOME	\$11,894.94	\$12,926.98	\$9,622.19	\$0.00	\$8,268.56	\$5,950.00
TOTAL INCOME	\$118,161.94	\$95,048.96	\$118,271.22	\$101,099.00	\$108,483.09	\$97,777.43
EXPENSE						
PAYROLL						
JUDGE	\$15,096.00	\$15,500.00	\$15,548.88	\$12,000.00	\$9,182.96	\$12,240.00
CLERK	\$43,264.00	\$45,448.00	\$45,427.20	\$46,356.96	\$30,314.40	\$47,403.20
BOOKKEEPER	\$7,800.00	\$7,900.00	\$7,878.00			\$8,008.00
ASSISTANT CLERK				\$11,000.00		
FICA MATCH	\$5,061.38	\$5,266.87	\$5,267.39	\$5,068.66	\$3,021.66	\$5,175.31
PENSION	\$3,968.38	\$4,083.52	\$4,085.28	\$3,822.38	\$2,587.08	\$4,025.92
TOTAL PAYROLL	\$75,189.76	\$78,198.39	\$78,206.75	\$78,248.00	\$45,106.10	\$76,852.43
LIFE INSURANCE		\$1,000.00	\$1,065.96	\$1,000.00	\$750.07	\$1,000.00
WORKMAN COMP	\$395.00	\$410.00	\$385.00	\$410.00	\$345.00	\$400.00
BONDING				\$1,100.00	\$1,038.00	\$0.00

ECCJMC Budget 2020

	ACTUAL 2017	BUDGET 2018	ACTUAL 2018	BUDGET 2019	YTD 2019	BUDGET 2020
LEGAL						
ACCOUNTING	\$3,900.00	\$4,000.00	\$4,000.00	\$4,000.00		\$4,000.00
OFFICE EXPENSES						
OFFICE EQUIPMENT				\$2,101.15		
PROGRAMS/MAINT	\$1,494.47		\$1,591.46		\$1,475.42	\$3,500.00
OFFICE EQUP REPLACEMENT						\$3,500.00
OFFICE SUPPLIES	\$1,201.84		\$2,152.61	\$1,200.00	\$1,129.25	\$1,200.00
TELEPHONE/INTERNET	\$1,850.77		\$2,304.68	\$2,500.00	\$1,094.52	\$2,000.00
POSTAGE	\$1,513.27		\$1,601.61	\$1,200.00	\$1,150.40	\$1,200.00
BANK FEES	\$50.00		\$50.00	\$50.00	\$50.00	\$50.00
MISC	\$150.17		\$244.02			
TOTAL OFFICE	\$6,260.52	\$7,100.00	\$7,944.38	\$7,051.15	\$4,899.59	\$11,450.00
RENT						
			\$800.00	\$1,200.00	\$1,200.00	\$1,200.00
JUDGE EDUCATION						
SCHOOL/TRAINING	\$800.00		\$800.00	\$800.00	\$800.00	\$800.00
MILEAGE, MEALS, LODGING	\$288.90		\$492.09	\$593.99	\$173.20	\$500.00
TOTAL JUDGE	\$1,088.90	\$1,500.00	\$1,292.09	\$1,393.99	\$973.20	\$1,300.00
CLERK EDUCATION						
SCHOOL/TRAINING	\$340.00		\$340.00	\$300.00	\$85.00	\$300.00
MILEAGE, MEALS, LODGING	\$447.16		\$560.00	\$575.00	\$181.53	\$575.00

ECCJMC Budget 2020

	ACTUAL 2017	BUDGET 2018	ACTUAL 2018	BUDGET 2019	YTD 2019	BUDGET 2020
TOTAL CLERK	\$787.16	\$1,000.00	\$900.00	\$875.00	\$266.53	\$875.00
RESERVE JUDGE	\$600.00	\$600.00	\$200.00	\$600.00		\$600.00
TRANSLATOR				\$250.00	\$30.86	\$100.00
TOTAL EXPENSES	\$88,221.34	\$93,808.39	\$94,794.18	\$96,128.14	\$54,609.35	\$97,777.43