



**VILLAGE OF WEBSTER**

# JUDICIAL “QUARTERLY” MEETING MINUTES

Monday – December 21, 2015  
6:00 p.m. @Village Office  
7505 Main Street West, Webster, WI

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- I. CALL TO ORDER** – Charlie Weis, Judicial Chairman; called the meeting to order at 6:00 p.m.
- II. PRESENT** – Village President, Jeff Roberts (arrived 20 minutes late); Chairman, Charlie Weis; and Members, Sarah Casady and Darrell Sears. Also Present: Tessa Anderson, Municipal Court Clerk; Brian Sears, Municipal Court Judge; and Chief, Michael Spafford. Absent: None.
- III. COURT CLERK UPDATES** – Court Clerk, Anderson presented the 2015 Municipal Court Statistics. The total court intake for 2015 received so far was \$18,104.63. The court retained \$11,686.97 of that amount. Expenses for 2015 were \$8,907.83. There were 91 traffic tickets written, as well as 40 other tickets and 39 truancy tickets. The balance owed to the court is \$51,113.84 for outstanding tickets. There was no court in March or December of 2015 due to no cases.

Court Clerk, Anderson discussed a new way of collecting dollars owed to the court. This will be done through the Wisconsin Department of Revenue. If fines are not paid within 30 days of notice by letter, the amount will be referred to the DOR for collection action. Collection could result in the following:

- Interception of Wisconsin Tax Refunds
- Attachment of wages or other compensation being paid to the person owing fines to the court
- Garnishment, seizure or levy against their property, including bank accounts and IRA's.
- Filing of a delinquent tax warrant with the Clerk of Court of the county in which the person owing fines resides.

Court Clerk, Anderson also noted that warrants are still an option, however; she will still be collecting for anything over \$100 and submitting collections through the state if warrants are not utilized.

- IV. WORK IMPROVEMENT DISCUSSION** – Chief, Spafford discussed upcoming Emergency Vehicle Operator Course (EVOC) training and handgun training that will take place in January 2016.

The committee wants to see Chief, Spafford take Administrative classes within the next 6 months.

It was also recommended by the committee to utilize office work between part-time and full time officer's during the winter months.

Officer, Getts has been trained in TIME Agency Coordinator (TAC) training. Court Clerk, Anderson needs to complete 9 modular units which consist of 1-1/2 hour per mod. The TAC will act as the primary liaison between the agency and the Crime Information Bureau (CIB), regularly communicating with CIB, participating in sponsored meetings, and providing feedback and recommendations for system improvement. The TAC is normally TIME System certified. The TAC will ensure that all physical, personnel, computer and communications safeguards, and security are functioning properly and are in compliance with the Department of Justice (DOJ), Crime Information Bureau, National Crime Information Center (NCIC), International Justice and Public Safety Information Sharing Network (Niels) and International Criminal Police Association (INTERPOL) rules and regulations. Officer, Getts and Court Clerk, Anderson will split these duties and will be retrained every 2 years for recertification of this position. An audit will be performed every 3 years. There may be some training done yearly.

MAC GPS Tracking Software is now installed in both police squads. This allows the ability to see where the vehicles are located at all times. Other departments have this ability as well, Chief, Spafford noted. At any time, administration can see where the vehicles are located for all departments.

Chief, Spafford noted that there is a shotgun located in each squad. The committee felt that this was not adequate protection in a crisis situation. The committee recommended Chief, Spafford look into pricing for an AR-15. Chief, Spafford will report his findings back to the committee.

Chairman Weis noted that he will be touring the Webster PD office space in the basement of the Webster Community Center with Chief, Spafford after this meeting.

- V. **MOTION TO ADJOURN** – Motion to adjourn the Judicial Committee Meeting at 6:50 p.m. was made by Member, Sears; seconded by Village President, Roberts. **Motion carried 4-0.**

Respectfully submitted,

*Charlie Weis*

Judicial Chairman

December 21, 2015

\*\*\*These minutes are subject to approval at next month's Regular Meeting.