



**VILLAGE OF WEBSTER**

# JUDICIAL “QUARTERLY” MEETING MINUTES

Wednesday – June 22, 2016

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** – Chairman, Charlie Weis; Village President, Jeff Roberts; 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 2016 Municipal Court Statistics. Year to date court intake is \$2,981.41, and of that amount, the court retained \$2,004.37. June court intake as of last week was \$816.80 and is not included in the total intake. Year to date expenses were \$4,043.87. Unpaid Truancy Citations to date are \$11,237.50. Unpaid Underage Drinking & Smoking Citations to date are \$3,100.00. Unpaid Citations from 2004 – 2013 are \$17,486.44.

Court Clerk, Anderson completed her T.A.C. (Time Agency Coordinator) training on June 7 – June 9, 2016. She also completed her 9 (1-hour) training modules that are done through the Wisconsin Law Enforcement Network. This is done in compliance with the Department of Justice, Crime Information Bureau, Criminal Justice Information Service Division and International Justice and Public Safety Information Sharing Network rules and regulations. She will submit separate time cards for T.A.C. as well as court duties.

Court Clerk, Anderson asked that more court tickets be reported monthly, there haven't been enough for court. Chief, Spafford stated that there will be more circuit court tickets coming by the end of June. Chairman, Weis requested that those reports will be included with the Police Case Summaries Report in all Village Board Members' packets at the monthly Regular Board Meetings by Chief, Spafford.

Court Clerk, Anderson stated that she will be facilitating a break-out session at the Court Clerk's Seminar in September. There will be a discussion of paper citation reporting and the Wisconsin D.O.T.

The committee commended Court Clerk, Anderson on her hard work.

- IV. **ORDINANCE 2-2016 REVIEW** – The committee reviewed Ordinance 2-2016 pertaining to the creation of a Law Enforcement Disciplinary Committee. After review, motion was made by Village President, Roberts to recommend approval of the Ordinance at the July 6, 2016 Regular Board Meeting with the full board as presented. Motion was seconded by Trustee, Casady. **Motion carried 4-0.**
- V. **TRAINING DISCUSSION** – Chairman, Weis reminded Chief, Spafford that the Webster Police Officers need to be trained with the AR-15 that the department has in their possession. Chief, Spafford stated that he will try to find a training officer to implement that training. He also stated that Chief, Spafford needs to participate in Incident Commander Training. Chief, Spafford will look into this. The committee recommends to the full board that trainings are done as soon as possible.
- VI. **SCHEDULING DISCUSSION** – There was discussion of overlap with Officer, Getts and Chief, Spafford during daytime hours. Chairman, Weis discussed having overlap of scheduling occur at shift change only.

Village President, Roberts as well as Member, Casady requested to see an officer on duty at least one day a week working from midnight to 8:00 a.m. This will help deter suspicious activity in the village. The committee agreed and recommended this action.

- VII. **WORK IMPROVEMENT DISCUSSION** – Chairman, Weis stressed the importance of AR-15 Training as well as Incident Commander Training. He also reminded Chief, Spafford that Administration and Grant Writing Training is crucial for the Police Chief. Chief, Spafford agreed.
- VIII. **SPEED SIGN** – Member, Sears would like to see the speed board moved from Fairgrounds Road to Austin Lake Road as soon as possible. Chief, Spafford agreed to move the board.
- IX. **REVIEW OF RECENT AND UPCOMING EVENTS DISCUSSION** – Chief, Spafford gave an update on how the Memorial Day Craft Fair went. No issues. For the July 2, 2016 Fireworks all designated streets and areas that need to be blocked will be done before the event. He also stated that he requested more barricades from the Burnett County Highway Department to borrow for that event. There will be officers available to police that evenings activities he stated. For the July 4, 2016 parade, there will be traffic control during the parade and monitoring of activities that day. He also stated that proper street closures will occur during the August 12<sup>th</sup> and August 13<sup>th</sup> Gandy Dancer/Centennial Celebration. There will be scheduled officers to police those activities as well.
- X. **JOB DESCRIPTIONS PRESENTED BY CHIEF, SPAFFORD** – Chief, Spafford presented Police Sergeant and Police Patrol Office descriptions. The board will be looking to approve the current Police Officer Job Description that the Personnel Committee approved at the July 13, 2016 Regular Board Meeting. This item was tabled at the June 8, 2016 Regular Board Meeting for the July 13, 2016 Regular Board Meeting. The Police Sergeant position has not been discussed. Possible discussion on this issue will take place at a future Personnel Meeting.
- XI. **T.A.C. (Time Agency Coordinator) TIME LOG DISCUSSION** – Chief, Spafford presented the T.A.C. Time Log Discussion sheet for tracking hours while performing the T.A.C. functions. It was the recommendation of the committee to present this to the Full Board for possible approval at the July 13, 2016 Regular Board Meeting.
- XII. **MOTION TO ADJOURN** – Motion to adjourn the Judicial Committee Meeting at 6:50 p.m. was made by Village President, Roberts; seconded by Member, Sears. **Motion carried 4-0.**

Respectfully submitted,

*Charlie Weis*

Judicial Chairman

June 22, 2016

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