

JOINT CAMBRIDGE / DEERFIELD LAW ENFORCEMENT COMMITTEE
Amundson Community Center, Community Room
Tuesday, April 12, 2022, 5:15 p.m.

AGENDA

Consideration and Possible Action on the Following:

- a. **Call to Order/Roll Call**
- b. **Approval of Agenda**
- c. **Approval of Minutes:** February 8, 2022
- d. **Public Comment**
- e. **Reports**
 - a. Police: January, February 2022
 - b. Court: January, February 2022
- f. **Unfinished Business:**
 - a. Court Clerk
- g. **New Business, Discussion and Possible Action:**
- h. **Next Meeting Date, Future Agenda Items, Correspondence and Miscellaneous Business**
 - a. Next regular meeting June14, 2022
- i. **Adjournment**

Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
More specific information about agenda items may be obtained by calling 423-3712.
Agendas are typically posted by 4 PM on the Friday preceding the meeting at the Amundson Community Center, Cambridge Post Office, Cambridge News office and Hometown Bank and Village of Cambridge Web site at www.ci.cambridge.wi.us.

Chrissie Brynwood, Village of Cambridge Treasurer

JOINT CAMBRIDGE / DEERFIELD LAW ENFORCEMENT COMMITTEE
Amundson Community Center, Community Room
Tuesday, February 8, 2022, 5:15 p.m.

Due to the increase in Covid 19 cases in Dane County, we are returning to Virtual Meetings. You be able to join the meeting any time after 5:05 p.m. Members if the Village Board and the public may attend by:

Join Zoom Meeting
<https://zoom.us/j/97580437187?pwd=QXkzeGx3L1RqK1JYb1k5eFB0QUF3QT09>

Meeting ID: 975 8043 7187
Passcode: 671592

One tap mobile
+13126266799,,97580437187#,,,,*671592# US (Chicago)
+16465588656,,97580437187#,,,,*671592# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 975 8043 7187
Passcode: 671592
Find your local number: <https://zoom.us/u/abptuvCkEm>

AGENDA

Consideration and Possible Action on the Following:

- a. **Call to Order/Roll Call:** Wilkinson called the meeting to order at 5:20 pm. Members present: **Cambridge:** Trustees Schaefer Weiss, Kumbier; Absent: Trustee Rose. **Deerfield:** Trustees: Evenson, Wiezorek (arrived at 5:26), Wilkinson. Others present: Lisa Moen, Cambridge Administrator/Clerk; Chrissie Brynwood, Cambridge Treasurer; Deputies Lauritsen and VandeBurgt; Cambridge President McNally.
- b. **Approval of Agenda:** Trustee Evenson made a motion to approve the agenda, seconded by Trustee Kumbier. Motion carried.
- c. **Approval of Minutes:** December 14, 2021: Trustee Wilkinson made a motion to approve the minutes as presented, seconded by Trustee Schaefer Weiss. Motion carried with Trustee Evenson abstaining.
- d. **Public Comment:** None
- e. **Reports**
 - a. **Police:** November, December 2021: Call volume was up in December, specifically around the holidays. January there was a big call in Cambridge. Working some bigger cases that are coming to an end and will be sent to the District Attorney. Computers have been updated in both offices as well as the squads. We should be receiving our new squad in 6 weeks. Safe Community Coalition, traffic safety listening session will be February 24. This will be open to the public. Many of our issues will be addressed through upcoming projects – Kwik Trip intersection at HWY 134, HWY 73 project. Pedestrian traffic downtown. McNally thanked Deputies for the heads up regarding the

incident in Cambridge, also asked for Police assistance with the Memorial Day parade. The Lions will be taking over the Parade. Deputy Lauritsen asked that they reach out to him as soon as possible with details. *Trustee Evenson made a motion to approve the Police Report, seconded by Trustee Schaefer Weiss. Motion carried.*

- b. **Court:** November, December 2021: *Trustee Evenson made a motion to approve the Court Report, seconded by Trustee Schaefer Weiss. Motion carried.*

f. **Unfinished Business:**

- a. Update on new deputies: Deputy Brook started on January 30. Her first call was the incident in Cambridge. Deputy Joe Feiss will train with Deputy VandeBurgt February 14 – February 16. He will be solo on the 21st. Deputy VandeBurgt will come to Court in April to train both Deputy Feiss and Deputy VandeBurgt will begin his new position on February 21. He thanked Cambridge and Deerfield for their support over the last 8 and a half years. He enjoyed his time working the contract. The Committee also thanked him for his service. He will be missed.

g. **New Business, Discussion and Possible Action:**

- a. **Retirement of Court Clerk:** Carol Kornstead has submitted her retirement. Administrator Moen is working with the Judge on a job description. The job will be posted, and the Judge will do the interviews. Her recommendation will come back to both boards. Wendy Motl is helping out in the meantime, she is the court clerk for McFarland.

h. **Next Meeting Date, Future Agenda Items, Correspondence and Miscellaneous Business**

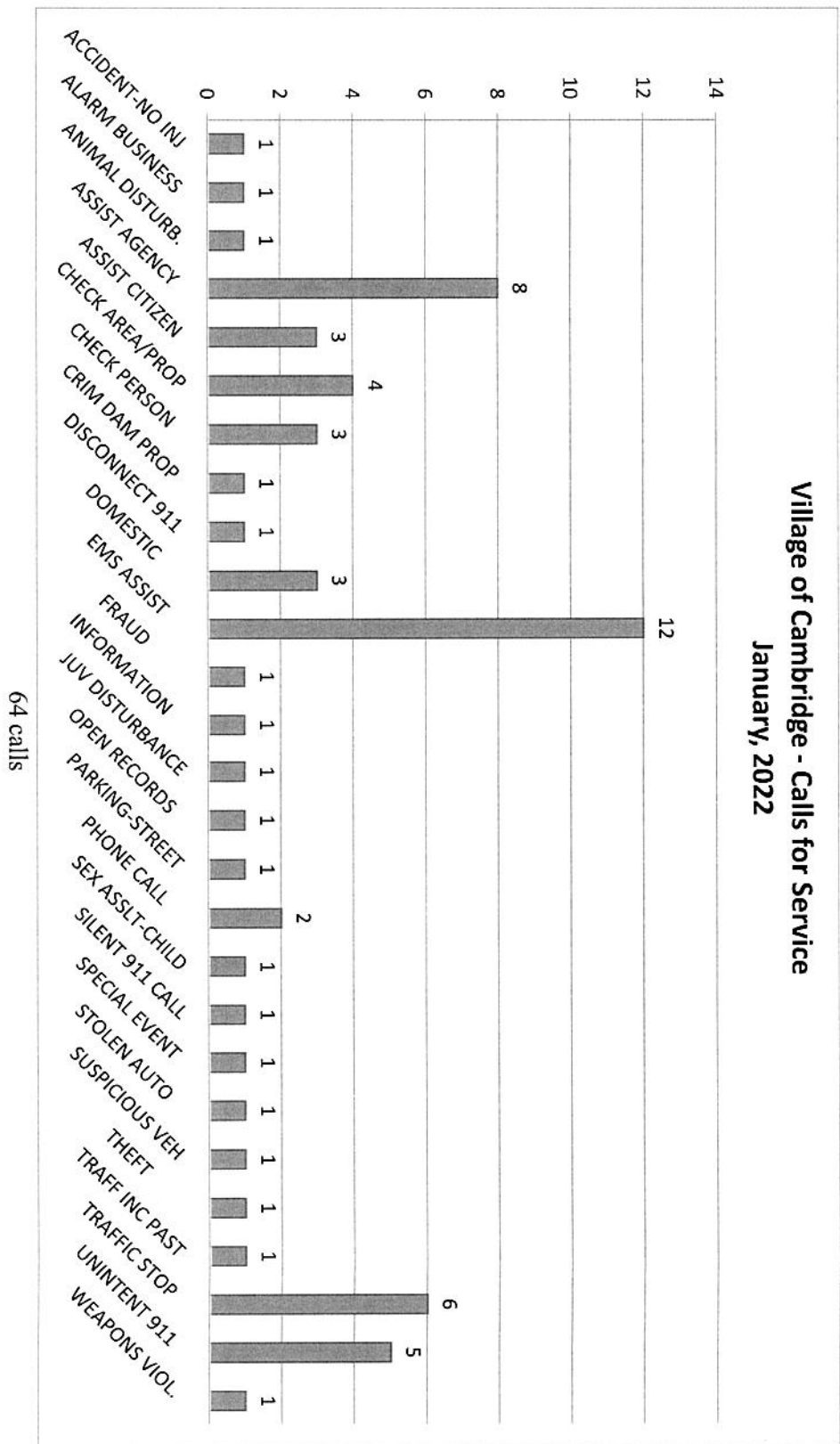
- a. Next regular meeting April 12, 2022
- b. President McNally is interested in a Ride Along. He will reach out to Deputy Lauritsen.

- i. **Adjournment:** *Trustee Wiezorek made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Trustee Wilkinson adjourned the meeting at 5:42 p.m.*

Lisa Moen, Village of Cambridge Administrator

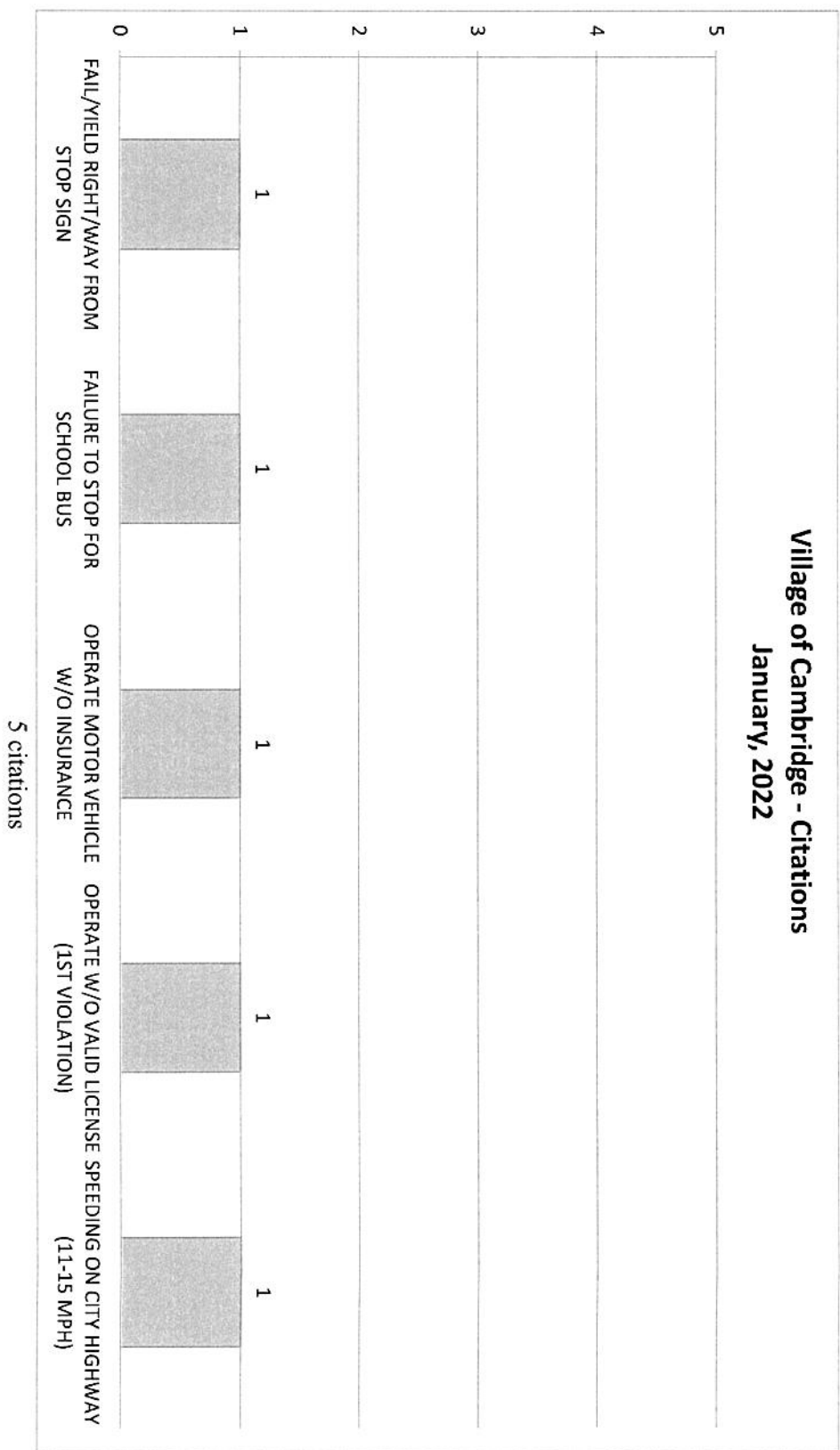


Village of Cambridge - Calls for Service
January, 2022



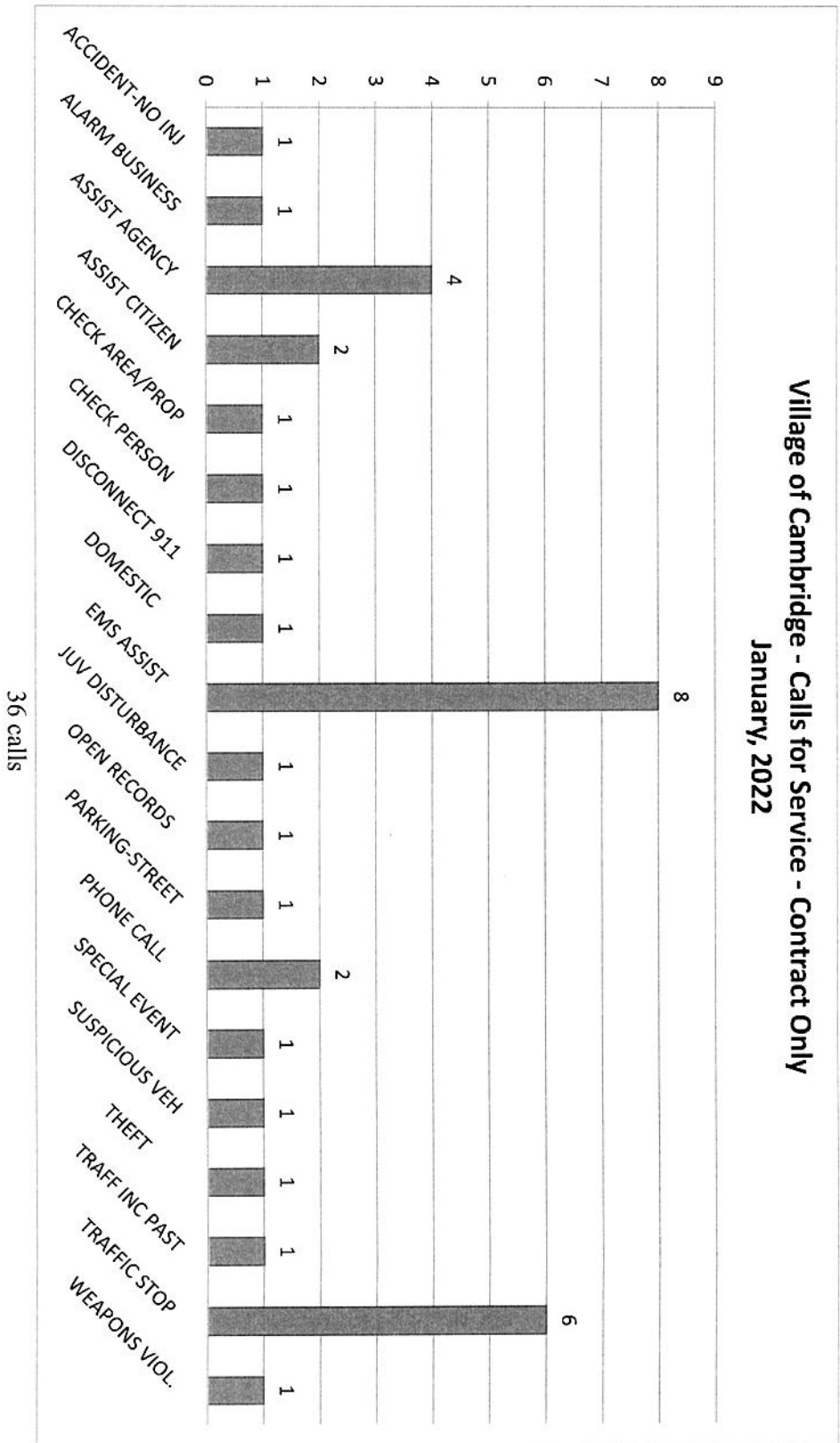


Village of Cambridge - Citations
January, 2022



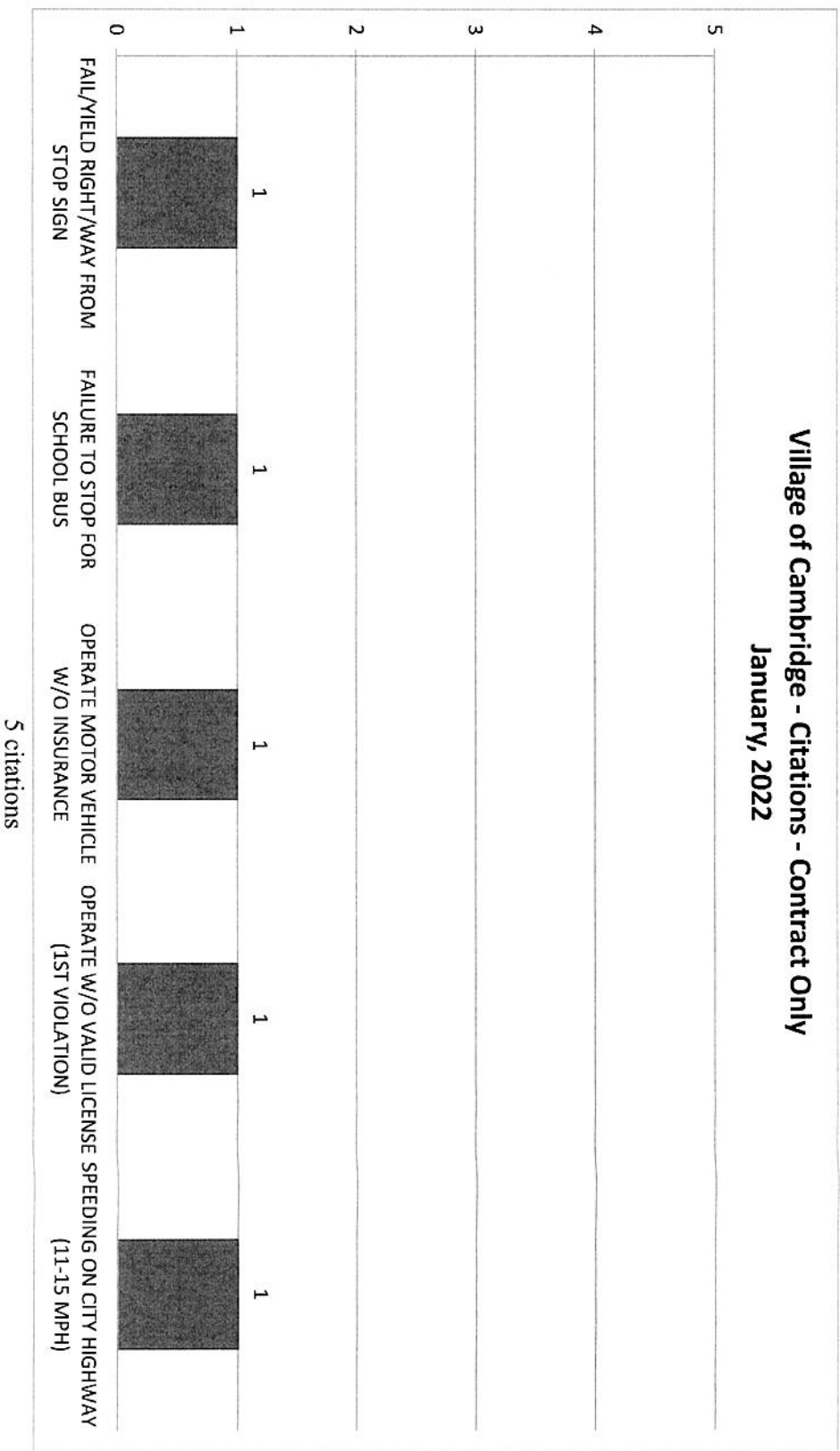


Village of Cambridge - Calls for Service - Contract Only
January, 2022



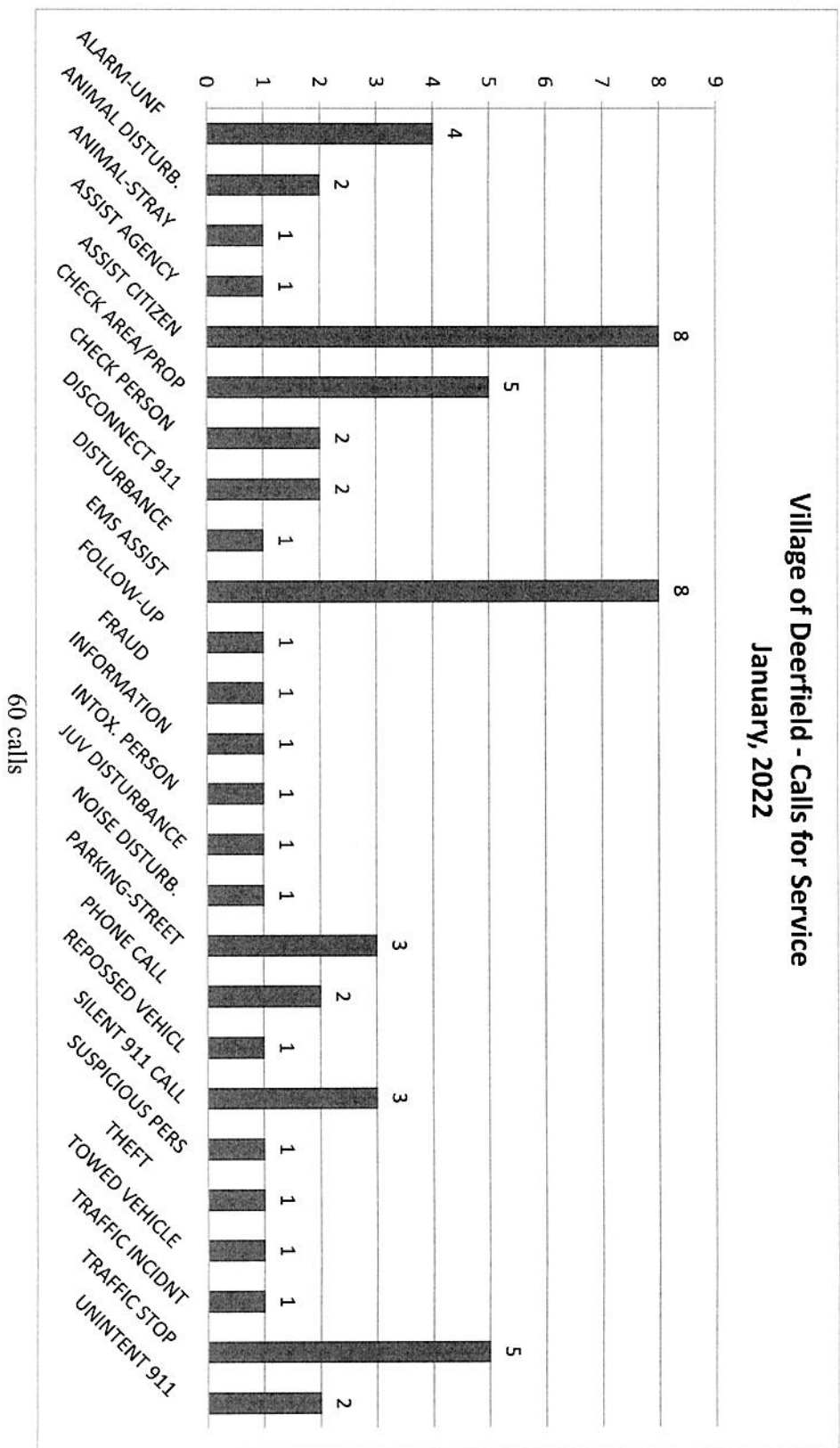


Village of Cambridge - Citations - Contract Only
January, 2022



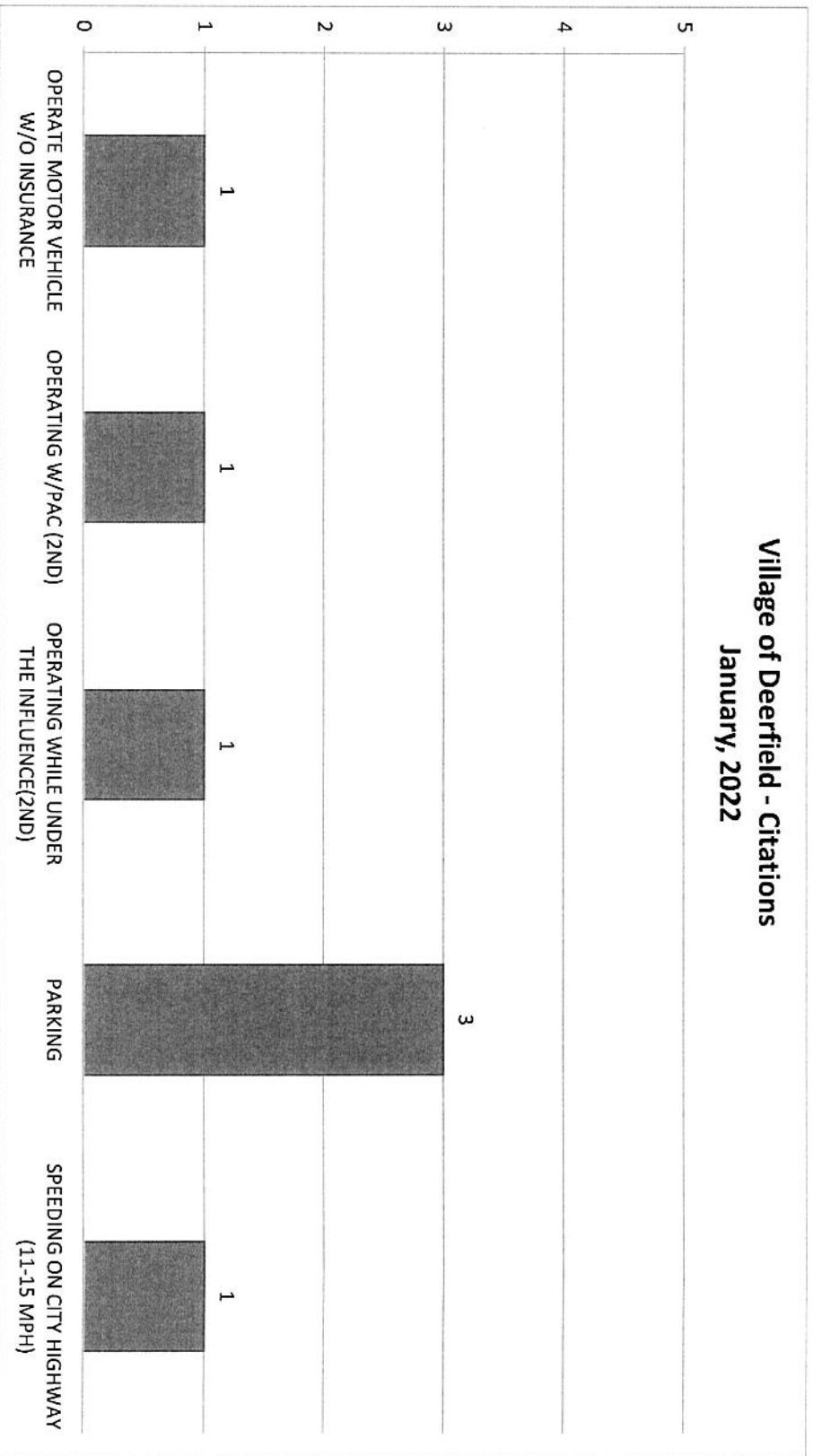


Village of Deerfield - Calls for Service
January, 2022





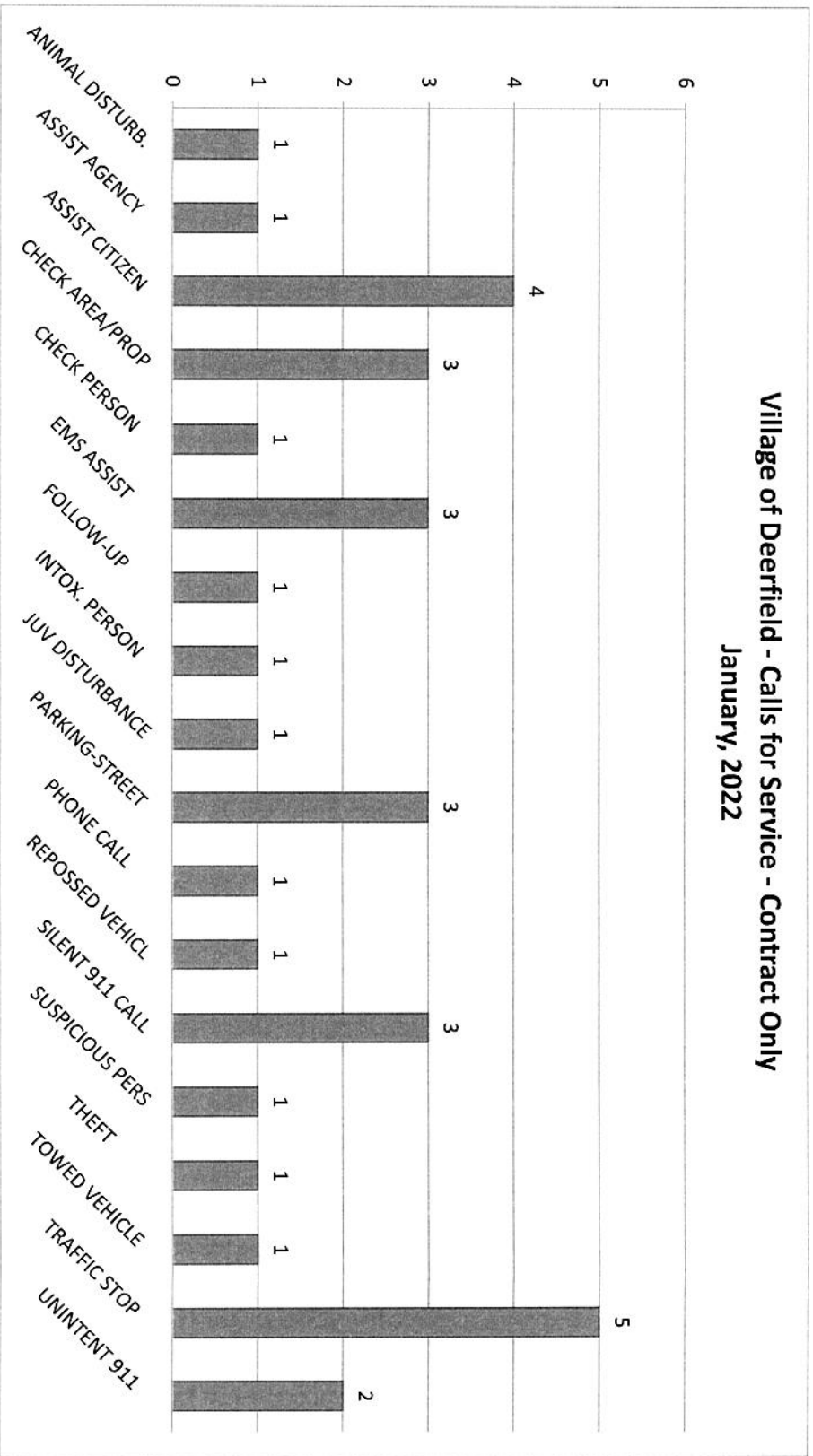
Village of Deerfield - Citations
January, 2022



7 citations

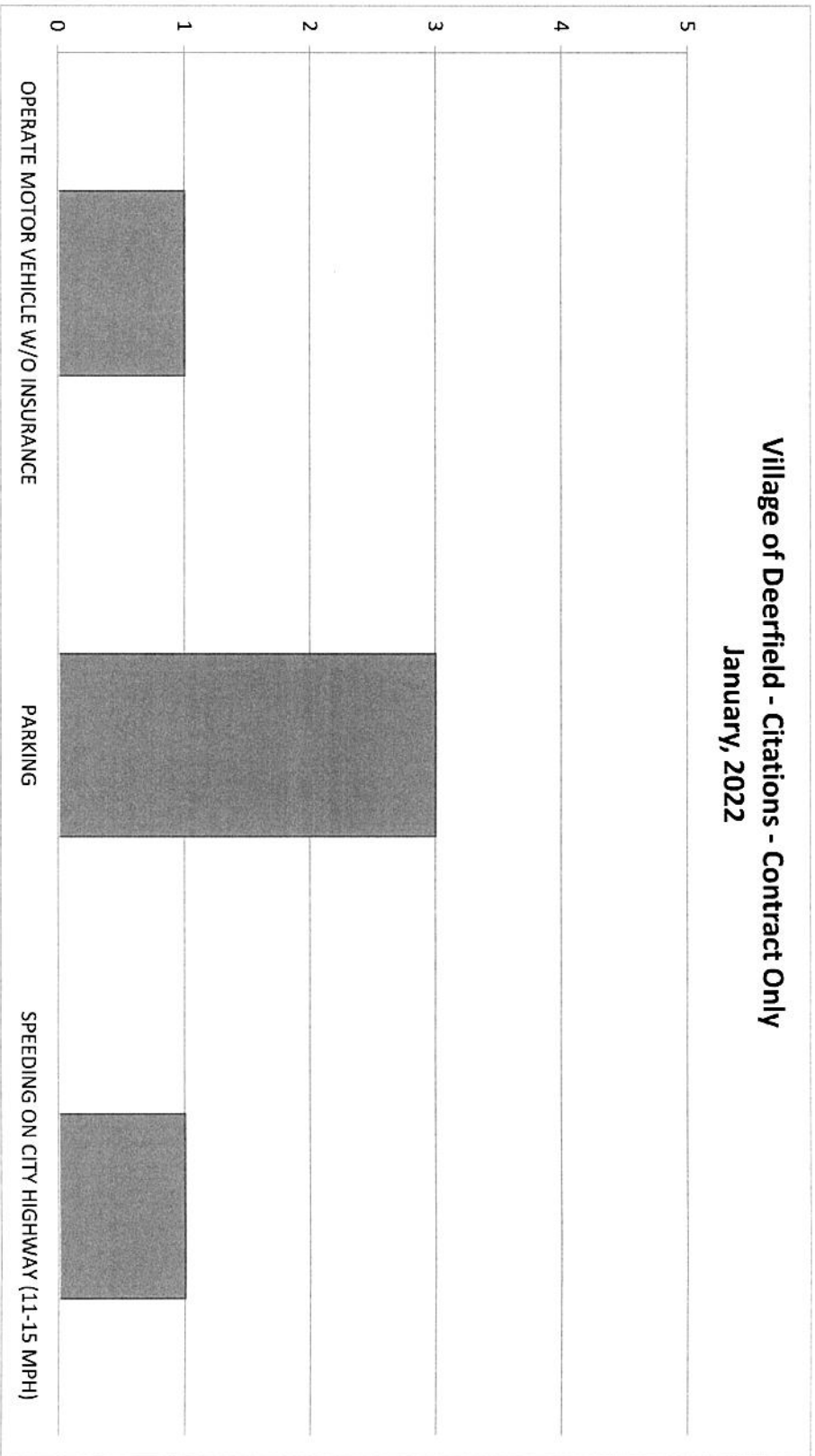


Village of Deerfield - Calls for Service - Contract Only
January, 2022





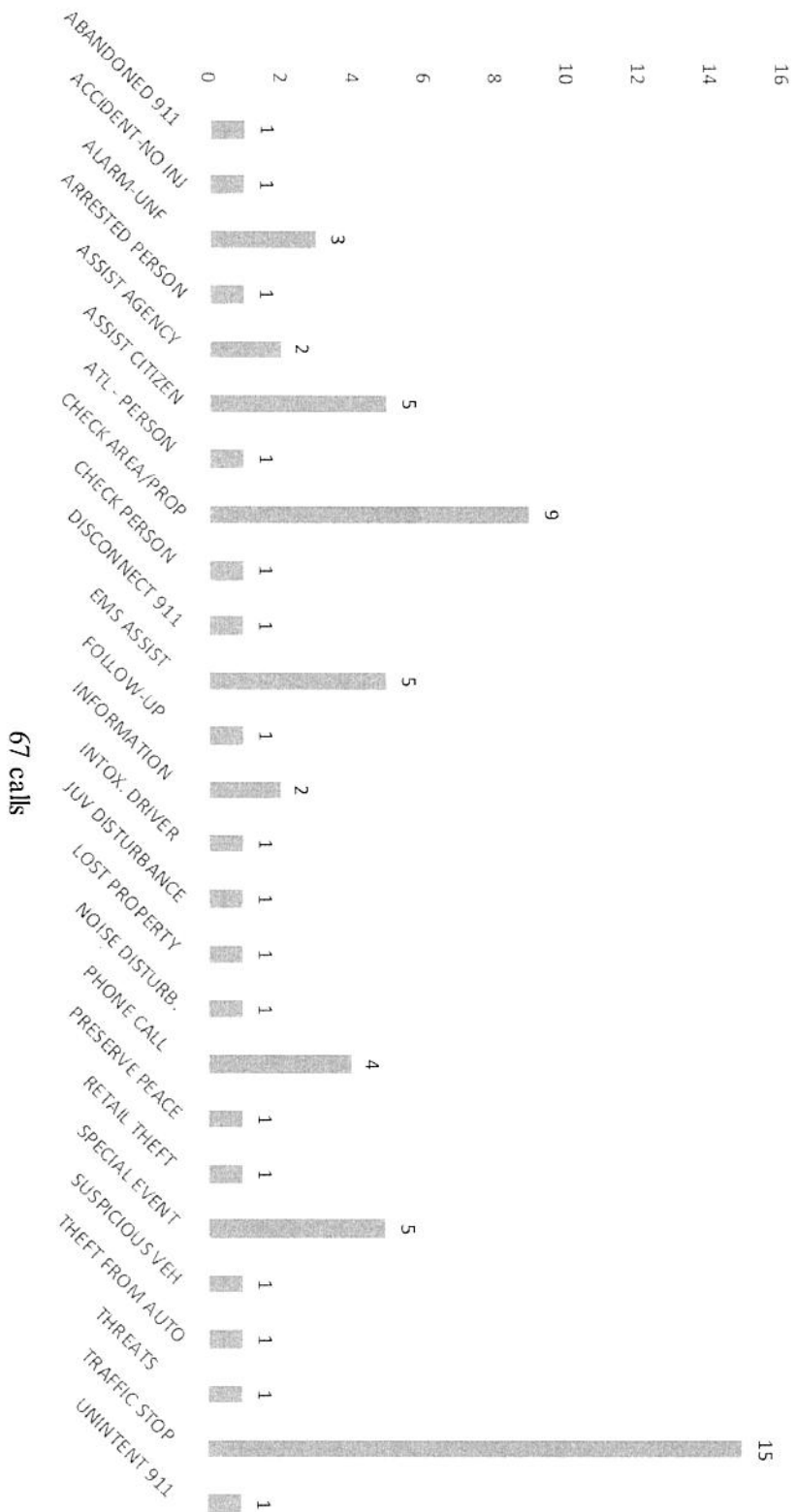
Village of Deerfield - Citations - Contract Only
January, 2022



5 citations

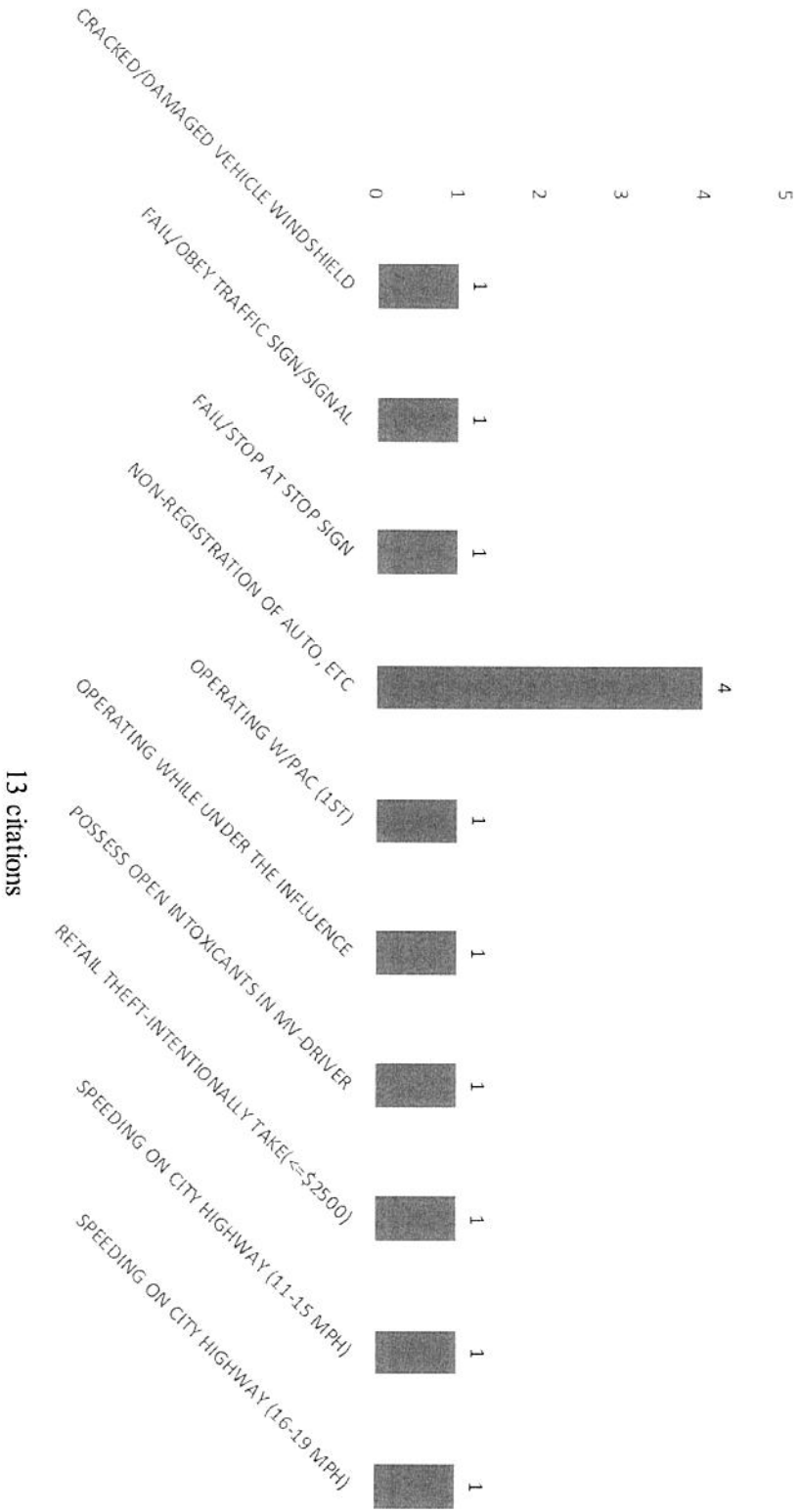


Village of Cambridge - Calls for Service
February, 2022





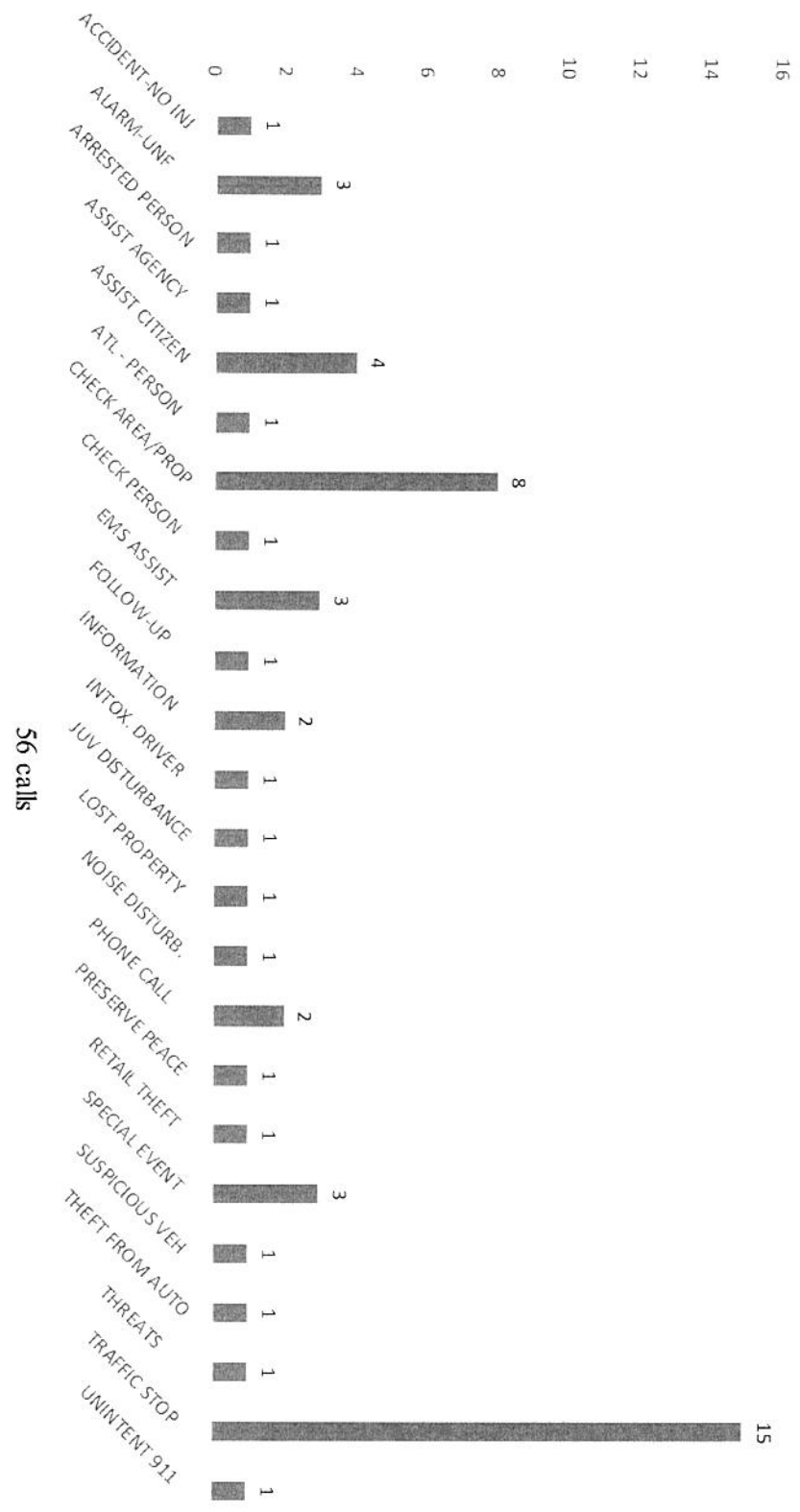
Village of Cambridge - Citations
February, 2022



13 citations

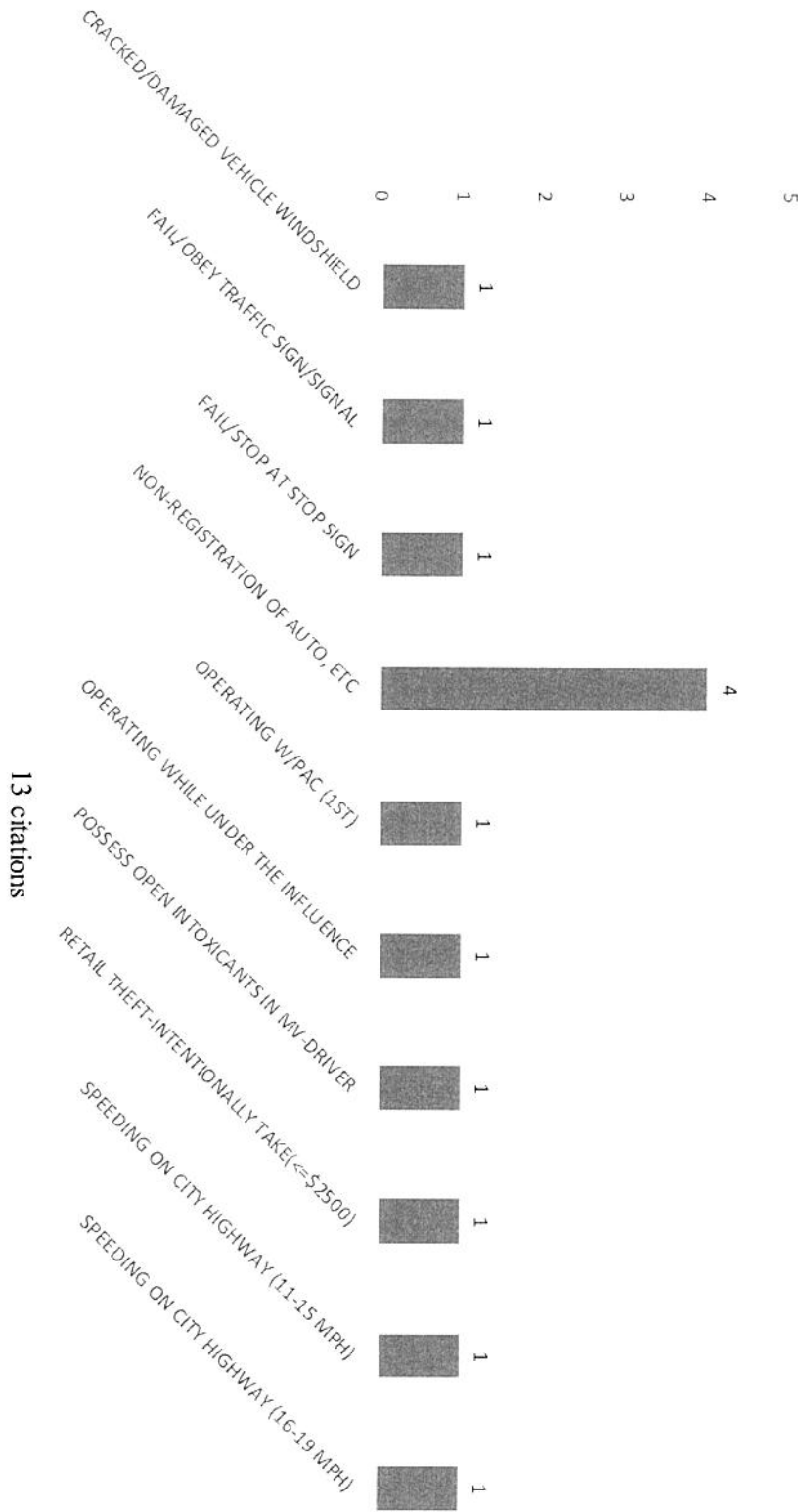


Village of Cambridge - Calls for Service - Contract Only
February, 2022



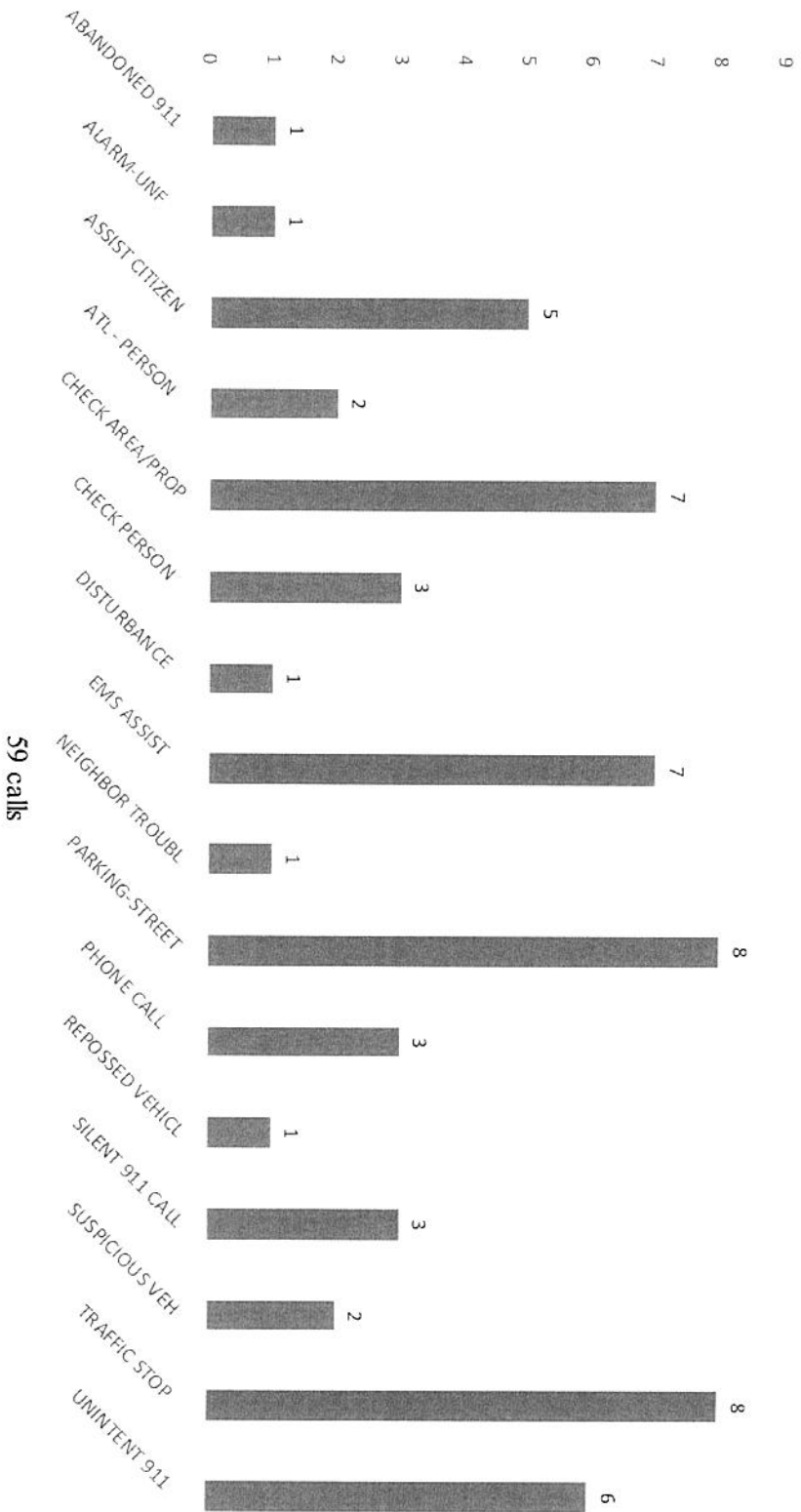


Village of Cambridge - Citations - Contract Only
February, 2022





Village of Deerfield - Calls for Service
February, 2022

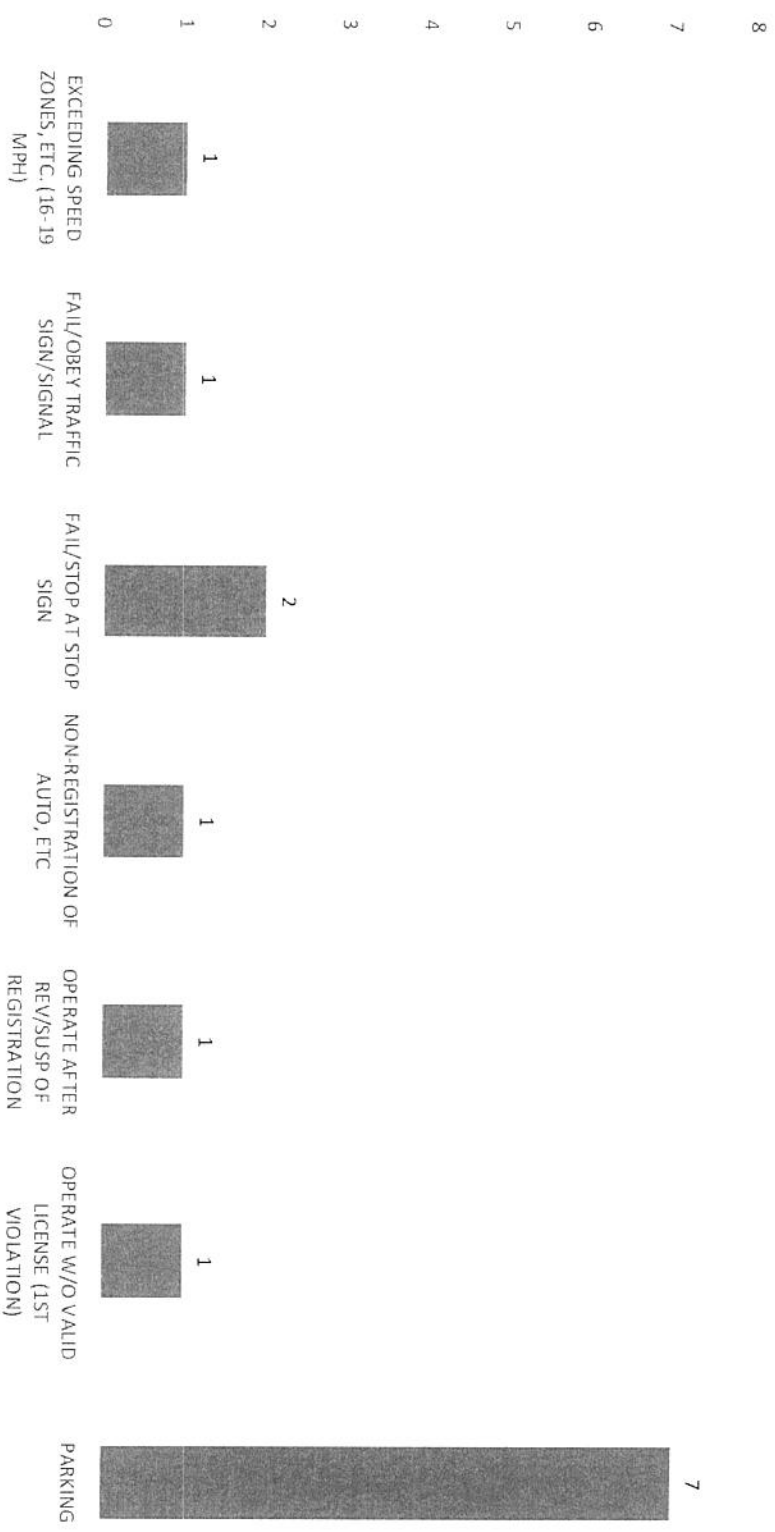




Dane County Sheriff's Office Monthly Contract Policing Report

2022

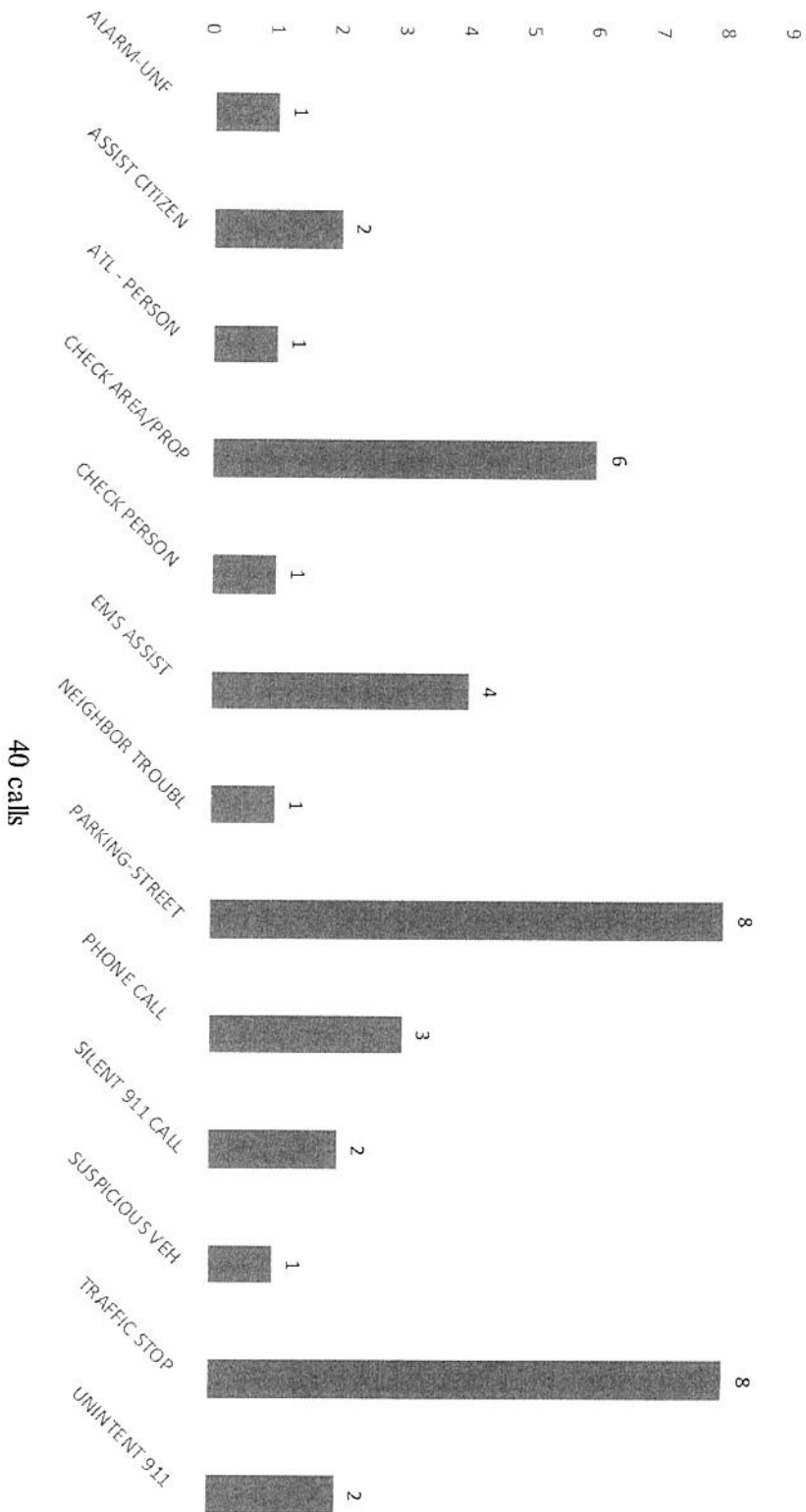
Village of Deerfield - Citations February, 2022



14 citations



Village of Deerfield - Calls for Service - Contract Only
February, 2022

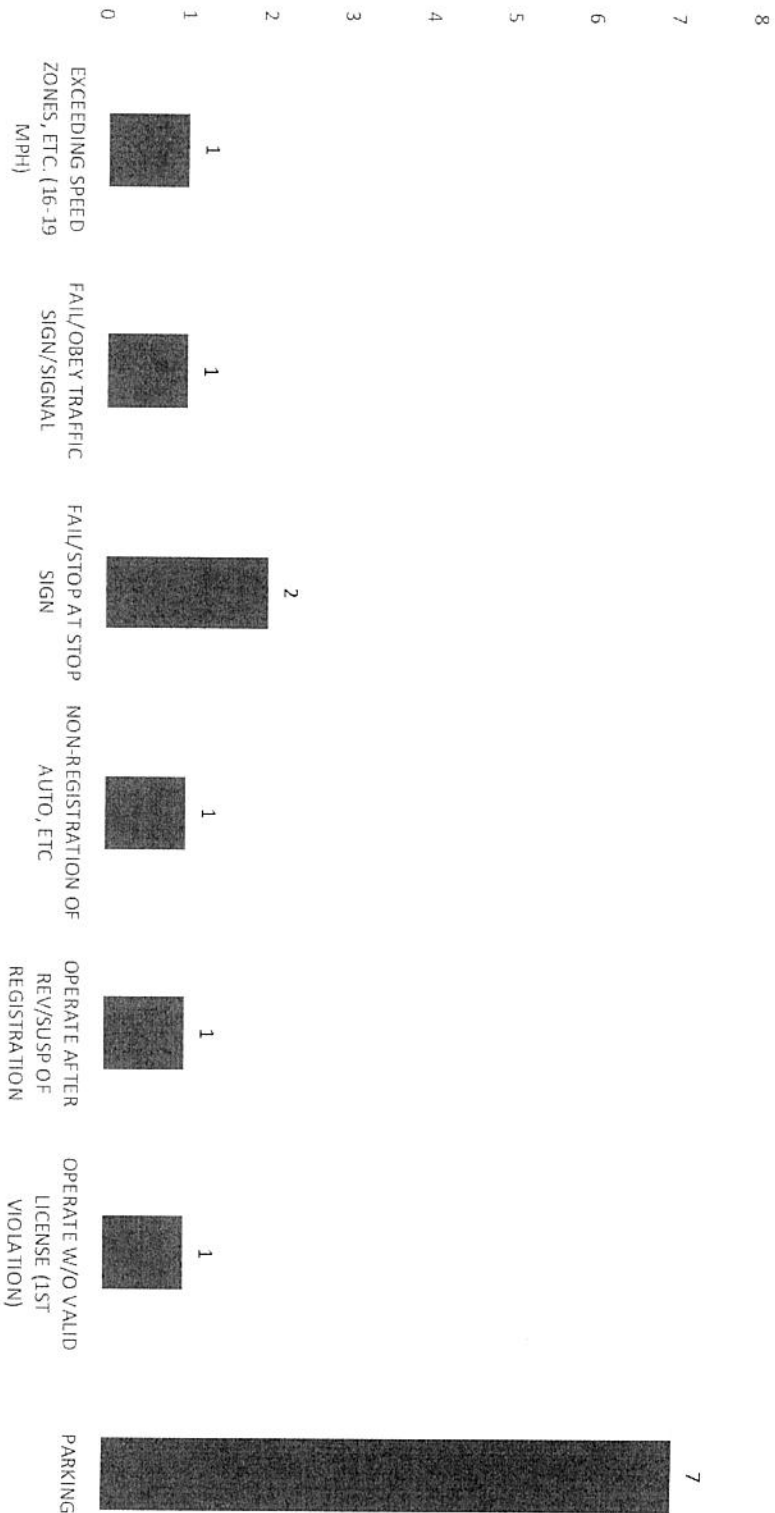




Dane County Sheriff's Office Monthly Contract Policing Report

2022

Village of Deerfield - Citations - Contract Only February, 2022



14 citations



EASTERN DANE COUNTY JOINT MUNICIPAL COURT
200 SPRING STREET, P.O. BOX 99
CAMBRIDGE, W 53523-0099

PHONE: 608 501-5010

FAX: 608 423-3916

EMAIL: court@ci.cambridge.wi.us

TO: Lisa Moen, Administrator/Clerk/Treasurer
FROM: Wendy Motl, Executive Judicial Assistant
RE: Court forfeitures and costs
Date: March 3, 2022

Attached is the Municipal Treasure Report. This report indicates all funds received during the month of February, 2022. Also attached is the Municipal Court Monthly Financial Report for Village of Cambridge, and Deerfield.

TOTAL FORFEITURES:

Cambridge: \$128.46
Deerfield: \$162.92

TOTAL COURT COST:

Cambridge: \$ 66.00
Deerfield: \$132.00

TOTAL PAYMENTS TO:

Cambridge: \$194.46
Deerfield: \$294.92



EASTERN DANE COUNTY JOINT MUNICIPAL COURT
200 SPRING STREET, P.O. BOX 99
CAMBRIDGE, W 53523-0099

PHONE: 608 501-5010

FAX: 608 423-3916

EMAIL: court@jcmunicipal.net

TO: Lisa Moen, Administrator/Clerk/Treasurer
FROM: Wendy Motl, Mun. Court Clerk
RE: Court forfeitures and costs
DATE: February 4, 2022

Attached is the Municipal Treasurer Report. This report indicates all funds received during the month of January, 2022. Also attached is the Municipal Court Monthly Financial Report for Villages of Cambridge, and Deerfield.

TOTAL FORFEITURES:

Cambridge: \$30.00
Deerfield: \$280.00
Rockdale: \$100.00

TOTAL COSTS:

Cambridge: \$38.00
Deerfield: \$190.00
Rockdale: \$76.00

TOTAL PAYMENTS TO

Cambridge: \$68.00
Deerfield: \$470.00
Rockdale: \$176.00



EASTERN DANE COUNTY JOINT MUNICIPAL COURT
200 SPRING STREET, P.O. BOX 99
CAMBRIDGE, WI 53523-0099

PHONE: 608 501-5010

FAX: 608 423-3916

EMAIL: court@ci.cambridge.wi.us

Randi Wind Milsap, Municipal Court Judge

Municipal Court Clerk

Date: March 28, 2022

To: Cambridge Village Board Members
Deerfield Village Board Members

From: Honorable Randi Wind Milsap *RWM*

Re: Municipal Court Clerk hiring recommendation

Hiring Authorities: Under §755.10 (1) of the Wisconsin Statutes, the Municipal Court Clerk is authorized by the Village Board(s) and appointed by the Municipal Judge. The Municipal Court Clerk shall have such duties as are delegated to him or her by law, court rule, or the presiding Municipal Judge. Hiring, termination, hours of employment and work responsibilities of the Municipal Court Clerk are all under the Municipal Judge's authority. The Municipal Court Clerk performs under the general supervision of the Municipal Judge and within the strict procedural requirements set forth in the state statutes and municipal ordinances. The Municipal Court Clerk must frequently exercise independent judgment in the conduct of work duties. As an officer of the court, the Municipal Court Clerk is required to take an oath of office.

Current Municipal Court Clerk Vacancy: The Municipal Court Clerk position for the Eastern Dane County Joint Municipal Court has been vacant since Carol Kornstedt retired on January 31, 2022. On an interim basis, Wendy Motl, the Municipal Court Clerk for the Village of McFarland has been handling the administrative duties and functions of the Municipal Court Clerk until a permanent hire is authorized and appointed.

Hiring Process: In coordination with Village Administrator Lisa Moen, an updated position description was developed and approved. On February 8, 2022, the Cambridge Village Board approved the posting of the Municipal Court Clerk position. The job announcement was duly published in the *Cambridge News & Deerfield Independent* on February 24, 2022, with a March 8, 2022 application deadline. In addition, the job announcement was posted on the Municipal Court Clerks of Wisconsin "ClerktoClerk" website. After the application deadline tolled, there was only one (1) candidate for the Eastern Dane County Joint Municipal Court Clerk position. I personally interviewed that candidate on March 18, 2022. I have also contacted job references for that individual.

Hiring Recommendation: I have determined that the candidate, Wendy Motl, is exceptionally qualified for the position of Eastern Dane County Joint Municipal Court Clerk. I recommend that she is hired for the vacant Eastern Dane County Joint Municipal Court Clerk position. My specific reasons are, as follows:

- Over twenty-six (26) years of experience as the Municipal Court Clerk for the Village of McFarland
 - Note: Current position with the Village of McFarland is part-time and does not conflict with the schedule of the Eastern Dane County Joint Municipal Court
- Vast experience as an educator and mentor for new Municipal Court Clerks throughout the State
- Extensive experience with court-based computer programs such as “PRAXIS Quick Clerk” court citation program and Wisconsin Dept. of Transportation “COWS” program
- Initiative; stepping forward to successfully function as Interim Municipal Court Clerk for the Eastern Dane County Joint Municipal Court with minimal notice
- Proficiency and knowledge with facilitation of “Zoom” court sessions
- Extensive experience with the State Debt Collection program
- Extensive knowledge of relevant Wisconsin Statutes and local municipal ordinances
- Co-author of Wisconsin Municipal Court Procedures Manual
- Recipient of Judicial Leadership Management Certificate from UW-Milwaukee
- Extremely favorable job references from current employer

Salary Recommendation: The salary range approved by the Board and advertised in the job announcement was \$17 to \$21 per hour dependent upon job qualifications. Wendy Motl has 26+ years of Municipal Court Clerk experience and as a member of the Judicial Education Committee serves as an educator and mentor of new Municipal Court Clerks throughout the state. Her Municipal Court Clerk experience, knowledge, and expertise is at the highest level. As such, she deserves the maximum salary rate advertised of \$21 per hour.

Board Action Requested: I respectfully request that the Cambridge and Deerfield Village Boards duly authorize the hire of Wendy Motl as the new Eastern Dane County Joint Municipal Court Clerk at a starting salary of \$21 per hour. The effective date of hire shall be the day after both Village Boards have authorized her hire.

Municipal Judge Action: Upon authorization by both Village Boards, I will prepare an official Appointment Letter for Wendy Motl and will ensure that she executes an Oath of Office.

Thank you for your courtesy in this matter.