

**JOINT MUNICIPAL COURT COMMITTEE
MEETING MINUTES
VILLAGE OF NORTH PRAIRIE, TOWN OF MUKWONAGO, TOWN OF EAGLE,
VILLAGE OF EAGLE AND VILLAGE OF VERNON
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
February 4th, 2025, AT 5:00 P.M.**

1. Call to Order: **The meeting of the Joint Municipal Court (JMC) Committee was called to order at 5:00 PM.**
2. Roll Call: Members present: **Lyle Boucher, Ryan Hajgeski, Rich Sparell, Dylan Newman, and Chair Mike McCormack.**
3. Announcement of possible Closed Session pursuant to WI State Statute Section 19.85 (1)(c) for discussion of issues with Court staff: **The Committee discussed whether a closed session was necessary. Legal counsel advised against the Committee determined to proceed in open session.**
4. Discussion and/or action: Approve August 28, 2024, meeting minutes: **Minutes from the August 28, 2024, JMC meeting were reviewed. Motion to approve carried.**
5. Motion to go into closed session pursuant to WI State Statute Section 19.85 (1)(c) for discussion of concerns regarding Court Staff. Roll call vote: **The Committee discussed whether a closed session was necessary. Legal counsel advised against the Committee determined to proceed in open session.**
6. Motion to reconvene into open session: **N/A**
7. Discussion and/or Action as Necessary: Any items brought forward from Closed Session: **N/A**
8. Discussion and/or action: Review of data relating to court usage by municipality: **Chair McCormack opened discussion by reviewing caseload distribution: Town of Mukwonago at approximately 50%, Village of Eagle around 34–38%, Village of North Prairie 8%, Village of Vernon 6%, and Town of Eagle 1%. Members noted concerns about the lack of timely financial reports and settlement statements, particularly for Mukwonago, which carries the majority of cases. Clerks in other municipalities also indicated difficulty receiving consistent reports from the Court. Committee members agreed that municipalities should not have to request these reports; they should be issued proactively under the existing agreement. The Committee further discussed prior efforts to evaluate record management software and the need to revisit that process with competitive bids. Members also raised concerns that North Prairie is bearing a disproportionate share of the administrative burden despite only modest caseload usage, with costs and staff time not being fully reimbursed by the Court. A consensus was reached that each municipality should document these issues locally and share them at future meetings to support accountability.**
9. Discussion and/or action as necessary: Usage of Village of North Prairie’s staff by the Court to perform Court related matters: **The Committee reviewed concerns about Village of North Prairie staff being required to handle court-related administrative duties beyond what was anticipated under the agreement. Tasks such as phone calls, emails, payroll processing, and direct communication with citizens have consumed significant portions of North Prairie staff time, diverting resources from other Village business. The Committee debated whether such duties fall within the obligations outlined in the Court agreement or whether they constitute additional costs that should be reimbursed. A motion was introduced to allow North Prairie to bill the Joint Municipal Court quarterly, retroactive to September 2024, for administrative duties being performed on behalf of the Court. After discussion, the Committee amended the language to acknowledge that North Prairie may submit such charges for duties beyond those of the Court Clerk. A vote was held; the**

motion did not carry, though members agreed the matter should be addressed through the budgeting process and further discussion with the Judge.

- 10. Discussion and/or action as necessary: Usage and expense relating to the Village of North Prairie Village Hall by the Court to perform Court administrative functions: Discussion followed regarding the Court's use of Village Hall facilities in North Prairie. Members noted that expenses such as utilities, space usage, and maintenance are not currently being billed at fair market value or documented consistently. Historical formulas for cost allocation (fixed vs. variable expenses) were reviewed, with members clarifying that all costs are now apportioned based on ticket percentages. Questions were raised about whether the Court's space usage has expanded beyond what was originally contemplated, and whether utilities should be recalculated to reflect current use. It was agreed that North Prairie should prepare updated figures on space usage and overhead for incorporation into the 2026 budget.**
- 11. Discussion and/or action: Structure of court system, including but not limited location, personnel, finances: The Committee engaged in a wide-ranging discussion about the overall structure of the Joint Municipal Court. Topics included the possibility of relocating the Court, exploring virtual or remote sessions, and clarifying the Court's identity (e.g., ensuring citations reference the "Joint Municipal Court" rather than only "Village of North Prairie"). Members agreed that more direct communication with the Judge is necessary to resolve longstanding operational issues. A consensus emerged that the Committee should request a meeting with the Judge to discuss concerns, potential solutions, and structural adjustments going forward.**
- 12. Discussion and/or action: set 2025 meeting dates: The Committee agreed to hold its next meeting on Tuesday, February 11, 2025, at 5:00 p.m. to prepare a unified list of concerns and possible solutions to present to the Judge. Future dates will be scheduled as needed.**
- 13. Adjourn: The meeting adjourned at 6:32 p.m.**

January 25th, 2025
Mike McCormack, Chair NPV
Lyle Boucher, Member MUKT
Ryan Hajewski, Member EGLT
Rich Spurrell, Member EGLV
Dylan Neumann, Member VNV
Mark Powers, Judge
Holly Maule, Municipal Court Clerk

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact the Village Office at 262-392-2271.