

**MEETING NOTICE AND AGENDA**  
**Joint Municipal Court**  
**Member Municipalities- Villages of North Prairie, Eagle and Vernon**  
**Towns of Eagle and Mukwonago**  
**September 22, 2026, at 6:00 pm**  
**Village Hall, 130 N. Harrison St.-Conference Room**

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Joint Municipal Court Committee, at which a quorum of the Village Board may be in attendance to gather information about subjects which they have decision making responsibilities. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board attends the meeting: Please let the minutes reflect that a quorum of the Village Board is present.)

Call to Order  
Roll Call

Discuss/Approve Minutes from August 26, 2026

1. Discuss / Action as necessary: Review and discuss Joint Municipal Court budget, with recommendation to Member Municipalities.
2. Adjourn

September 17, 2026

Donna Samuels, Chair, Village of North Prairie  
John Osorio-Village of Eagle  
Lyle Boucher-Town of Mukwonago  
Duane Domagalski-Town of Eagle  
Jim Hirth-Village of Vernon

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.

**Joint Municipal Court -Member Municipalities Meeting**  
**Minutes from August 26, 2026**  
**Village Hall, 130 N. Harrison**  
**North Prairie, WI. 53153**

Call to Order: 6:00 pm

Roll Call: Present - Rich Spurrell (Village of Eagle), Lyle Boucher (Town of Mukwonago), Duane Domagalski (Town of Eagle,), Jim Hirth (Village of Vernon),  
Absent: John Osorio (Village of Eagle)  
Also in attendance: Holly Maule (JMC Clerk), Melissa Goetz (JMC Deputy Clerk), Judge Mark Powers, 3 members of public

Minutes were provided from October 14<sup>th</sup>, 2025, and reviewed. Lyle made motion to accept the minutes as presented. Donna seconded motion. No further discussion. Motion carried.

1. The budget for JMC 2027 was presented and reviewed. Donna indicated that the reduction of the Village Clerk Billing should not be reduced due to phone billing. This should be considered under utilities and maintenance as it is a part of the overall usage cost for JMC rental of the Village of North Prairie Municipal Hall. There was discussion regarding the amount of time the NP Village Clerk spends on Court issues, particularly the 3 days for audit. Donna agreed there has been somewhat of a reduction in Clerk time and cannot specifically account for the 3 days of audit time billed to the court. Court Staff also asked if there was additional information they could provide for the audit that would reduce this time spent. She will get clarification from the clerk and provide this information to all JMC Members as well as staff. There is a 5% increase in wages for both the Clerk and Deputy Clerk for JMC. Donna asked why the 5% increase when Cost of Living Adjustment (COLA) is around 2.8%. There was a 5 and 4%, respectively, for Clerk and Deputy Clerk in 2026. Lyle indicated that their wages have not kept up with COLA for some time and felt this was appropriate.

There was no increase in Utilities and Maintenance (rental amount to Village of North Prairie) line item within the budget. Donna requested that there be a 25% increase in this line item as last year a request was made by North Prairie to increase the rental amount to \$13,392 as there has not been an increase in this for many years. In 2026 the budget increase was reduced to a 25% increase which was \$5750. All other municipalities felt strongly that they would not be able to pass this through their respective Boards. The \$600 that was removed from Village Clerk Billing was placed in the Utilities and Maintenance line item with additional funds to bring the increase to North Prairie to approximately 12.5%.

There was conversation regarding the area of Hall usage and the rental cost: The court maintains a dedicated office and utilizes nearly all other areas of the Hall (Board Room, Community Room, Conference Room and Hallway). The dedicated office area is utilized 24/7/365. The other areas are utilized 1 day a month when court is in session. North h Prairie costs also include heat, electric, water, and the Village of North Prairie cost for the audit related to the court.

The Court Clerk also discussed the funds required for new equipment, being a laptop and desktop with set up. It was stated that when both the Clerk and Deputy Clerk are working together, they only have one computer which affects productivity as well as the current

computer being old. Duane indicated the Town of Eagle just purchased similar items from Brew City in Oconomowoc for much less and would recommend reaching out to them as they provided computers and set up for nearly ½ that cost.

Costs were changed to \$30,625 for Apportioned Costs and \$14,135 for Apportioned Fixed Costs for a total budget for JMC to be \$ 44,760.

Lyle made a motion to accept the budget with attachment as presented with exception of Utilities and Maintenance line item being increased to \$6440. Jim seconded. Motion carried, 3-1 with Donna voting no to budget.

Members are to take this to their respective Boards for approval. Should all Boards not pass the recommended budget we would need to reconvene for further work. If budget cannot pass all Boards the budget will revert back to the 2026 budget.

2. The Village of North Prairie and the Village of Vernon have both provided notice that they will be leaving the JMC effectively for the next voting cycle for Judge. Conversations are being held individually by both the Town of Mukwonago and Village of Eagle to possibly take over all court proceedings at the end of North Prairies hosting the court. Potentially prior if various things would come together, specifically space considerations.

Respectfully submitted,  
Donna Samuels  
Chair - Joint Municipal Court

PROPOSED 2027 JMC BUDGET (updated 9.9.2026)

|                          | Citations |         | All %        |
|--------------------------|-----------|---------|--------------|
| Town of Eagle            | 4         | 0.20%   | \$ 90.84     |
| Village of Eagle         | 506       | 25.83%  | \$ 11,491.03 |
| Town of Mukwonago        | 1070      | 54.62%  | \$ 24,299.21 |
| Village of North Prairie | 78        | 3.98%   | \$ 1,771.34  |
| Village of Vernon        | 301       | 15.36%  | \$ 6,835.57  |
|                          | 1959      | 100.00% | \$ 44,488.00 |

Apportioned Costs

|                        |              |                                                           |
|------------------------|--------------|-----------------------------------------------------------|
| Judge Salary           | \$ 6,000.00  | THIS IS PER ORDINANCE<br>5% Raise<br>5% Raise<br>variable |
| Clerk of Courts Salary | \$ 13,230.00 |                                                           |
| Assistant Clerk Salary | \$ 4,368.00  |                                                           |
| Social Security        | \$ 2,500.00  |                                                           |
| Supplies and Expenses  | \$ 2,000.00  |                                                           |
| VILLAGE CLERK BILLING  | \$ 3,000.00  |                                                           |
|                        |              |                                                           |

\$ 31,098.00

Apportioned Fixed Costs

|                           |             |                                                                       |
|---------------------------|-------------|-----------------------------------------------------------------------|
| Utilities and Maintenance | \$ 6,440.00 | Software yearly expense<br><br>for new desktop and laptop with set up |
| Education and Training    | \$ 1,500.00 |                                                                       |
| Dues and Subscriptions    | \$ 100.00   |                                                                       |
| Computer Expenses         | \$ 1,250.00 |                                                                       |
| Bonds and Visiting Judges | \$ 100.00   |                                                                       |
| New Equipment             | \$ 4,000.00 |                                                                       |

\$ 13,390.00

Total Cost \$44,488