

**JOINT MUNICIPAL COURT COMMITTEE**  
**Village of Eagle, Town of Eagle, Town of Mukwonago, Village of Vernon,**  
**Village of North Prairie**  
**130 N Harrison Street, North Prairie**  
**Committee Meeting Minutes**  
**August 25, 2022 at 5:00 p.m.**

1. The meeting was called to order by John Heintz Taylor at 5:00 pm in the Village Board Room in the Village of North Prairie.

2. **Present:** Rich Spurrell, EGLV, Judy Rozinski, EGLT, Lyle Boucher, MUKT, Jim Slawny, VNV and John Heintz Taylor, NPV.

**Absent:** Joint Municipal Court Judge Mark Powers

Others Present: Police Chief S. Tamez, Police Clerk M. Rabay, Court Clerk H. Maule

3. Approval of Minutes from November 18, 2021 Joint Municipal Court Meeting-  
**Motion to approve the minutes as submitted of the November 18, 2021 Joint Municipal Court meeting by R. Spurrell, seconded by L. Boucher. Motion carried.**

4. **Discussion/Action on Consideration any agreements, contracts or letter of engagements from other accounting firms as received and submitted by other Trustees-** No response from any other Firm as solicited by other Trustees. J. Slawny contacted six firms and will provide a page of optional firms for the Committee to consider. No action was taken at this time.

5. **Discussion, action as necessary, Master Series Agreement submitted by CLA regarding annual Accounting Audit for the Joint Municipal Court-** J. H. Taylor reported that CLA had not responded to his inquiries for resubmission for auditing services requested in 2023. H. Maule reminded the Committee members that she could have saved the Committee over \$7,000 with an auditing program 4 years ago. J. H. Taylor feels the Committee is missing several opportunities to improve the JMC system by delaying decisions. No action taken at this time.

6. **Discussion/Action on Outsourcing Statement of Work Submitted by CLA-** Due to no response from CLA, no action was taken at this time.

7. **Discussion/Action to select a Firm to perform the annual auditing process for the Joint Municipal Court system-**

L. Boucher requested to carry this item over to the next agenda. No action taken at this time.

8. **Discussion/Action for the Addition of an Auxiliary Court Officer-** Police Chief S. Tamez presented a 3-page explanation of the need for a **Civilian Municipal Court Bailiff**. The information will be attached to the minutes.

The new position is being referred to as Auxiliary Court Officer, or Civilian Municipal Court Bailiff and such titles are being used interchangeably with little differences in actual responsibilities. It appears that discussions settled on the reference of a Bailiff in attendance at each Court date.

A recommendation was made to account for the costs of such Bailiff in the 2023 JMC proposed budget. No further action taken at this time.

**9. Discussion/Action as necessary to update the wording of in Joint Municipal Court Agreement regarding Auxiliary Court Officer-**

R. Spurrell expressed reluctance to update the JMC Agreement for these purposes. No further action taken at this time.

**10. Discussion/Action as necessary to modify existing wording of JMC Agreement, paragraph 6 to clarify to who, when and how Proposed Court Budget should be disseminated to Court Member Municipalities-**

J. H. Taylor referred to an email from Judge M. Powers who identified an area of possible confusion. J. H. Taylor suggested modifications to clarify the date by which the Budget should be submitted to the Committee Chair. H. Maule requested a reminder. J. H. Taylor stated that a reminder had been sent one week prior to the deadline of August 1<sup>st</sup>. R. Spurrell expressed reluctance to update the JMC Agreement for these purposes. No further action taken at this time.

**11. Discussion/Action as necessary for the proposed 2023 Joint Municipal Court budget-** The 2023 JMC Budget Proposed document was furnished by the Court . Police Chief Tamez recommends a Court Bailiff position during each court date.

**Motion by R. Spurrell, seconded by J. Rozinski, to approve the 2023 JMC proposed budget with the retitling of Temporary Help Account Number 10-51200-126 to include Bailiffing. Motion carried.** L. Boucher responded "present".

**12. Discussion/Action as necessary for the next Budget August 17, 2023 at 5:00 p.m. Motion by J. H. Taylor, seconded by J. Slawny, for the 2024 Budget meeting to be held August 17, 2023 at 5:00 p.m. at the North Prairie Municipal Center. Motion carried.**

**13. Discussion/Action for the next Committee meeting date-**

No discussion and no action taken. J. H. Taylor requested current emails from all members.

**14. Motion by R. Spurrell, seconded by J. Rozinski, to adjourn at 6:10 pm. Motion carried.**

John Heintz Taylor  
Village of North Prairie Trustee

Attachments: Civilian Municipal Court Bailiff (2 pages) and 2023 JMC BUDGET PROPOSED