

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 17, 2023 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, Christine Mommaerts, EGLT, Lyle Boucher, MUKT, Jim Slawny, VNV and John Heintz Taylor, NPV.

Absent: Joint Municipal Court Judge Mark Powers and Court Clerk Maule

Others Present: No others present

3. No public comments were received.

4. Approval of Minutes from the August 25, 2022, Joint Municipal Court Meeting- **Motion to approve the minutes as submitted of the August 25, 2022 Joint Municipal Court meeting by Jim Slawny, seconded by Rich Spurrell. Motion carried. Christine Mommaerts abstained.**

5. Discussion/Action as necessary on Consideration any agreements, contracts or letter of engagements from other accounting firms as received and submitted by other Trustees. **None.**

6. Discussion/Action as necessary on Hiring a Professional Service to Preform the Annual Financial Statement Aduit. **Should the Joint Municipal Court have an annual audit? I there a need since the Municipalities monitor what is happening. If the committee members get monthly reports that would help. It is very hard to get a company to do an audit. Some members feel it is money that we do not have to spend as budgets are very tight and a financial/compliance audit is not required. Could there be an add on to the North Prairie's financial audit that would be for the Joint Municipal Court and that add on be paid by the Joint Municipal Court. Christine Mommaerts will contact the clerk at Eagle to get a contact to request a proposal for an annual financial statement audit; Rich Spurrell to contact Schumacher Sama. This will go on the next meeting agenda.**

7. Discussion/Action as necessary, Motion to Add TIPPS Court Computer Software, which includes only 1st year maintenance to the Municipal Court Budget Expense Account number 10-51200-327 in the Amount of \$29,200.

The original quote of \$25,000.00 has been revised to \$29,200.00. This has a \$7000 a year maintenance fee and that will start in the following year of purchase. If it is approved, this would be purchased in 2024 and the maintenance fee would start in 2025. The committee has talked about this for a while and the police departments

and the court would like to have this software. There is a base/interface that has to be installed in the squad cars, who pays that – the police departments or the Joint Municipal Court? What are the workstations that are provided – 3 units. How many users can use this system? Do we have to buy more interface units. Can this system expand if we add more municipalities to the court? Is there a timeline to get this done? What is the total cost of the software to make sure all municipalities are able to use the software. There was not anyone present to answer questions about the software. Could another meeting be scheduled to have a person present to go over the software and answer questions. Should this wait until the next budget (2025) meeting? If this is to be purchased in 2024 it must be budgeted.

Motion by Rich Spurrell to add the TIPPS Computer Software for \$29,200.00 for the Joint Municipal Court 2024 Budget, the motion was asked 3 times and no second was made. The motion died.

8. Discussion/Action as necessary for the proposed 2024 Joint Municipal Court Budget. **The 2024 budget - “Temporary Help” should be “Temporary Help & Bailiffing” The budget has been the same. The TIPPS line item of a one-time purchase of \$25,000, as originally provided by the Court Clerk, should be removed and the new balance will be \$35,500.00.**

Motion by Lyle Boucher, seconded by John Heintz Taylor, to remove the \$25,000.00 for the TIPPS Software, for an overall budget of \$35,500.00. Lyle Boucher amended the motion to have the citations from July 2022 – July 2023 remain the same and the percentage remain the same except for Village of Eagle, which will increase from 34.31% to 34.32% (so that percentages equal 100% across the municipalities) and an increase in the amount of \$3.55 to \$12,183.60 (so that the budget amount equals \$35,500.00) and, second to the amended motion John Heintz Taylor. Motion by Rich Spurrell, seconded by Lyle Boucher to amend the motion. Motions carried. After the meeting the Deputy Clerk of the Village of North Prairie recalculated the dollar amounts to be estimated at \$635.45 for the Town of Eagle, \$12,183.60 for the Village of Eagle, \$17,355.95 for the Town of Mukwonago, \$2,776.10 for the Village of North Prairie and \$2,548.90 for the Village of Vernon on the 2024 Budget sheet for the Joint Municipal Court.

9. Discussion/Action for the next Joint Municipal Court Budget meeting date - August 15, 2024.

10. Motion by Christine Mommaerts, seconded by Jim Slawny, to adjourn at 6:18 p.m. Motion carried.

John Heintz Taylor
Village of North Prairie Trustee

Attachments: 2024 JMC BUDGET PROPOSED