



MEMO

Mayor's Office

To: Common Council
From: Mayor Penterman
Date: 09/20/2022
Re: Request to Review Municipal Court Operations and Staff

09/14/2022 I received a memo from Municipal Judge Windorff requesting the review of municipal court operations and staff.

In the memo, Municipal Judge Windorff requested the review of the following items:

- The governing body clarify whether it is their intention to move the municipal judge's office
- The Municipal Judge stipend be increased to \$91,000
- The hours of court clerk be increased to 30-32 hours
- A bailiff or armed guard be provided for court sessions

In reviewing the information provided by Municipal Judge Windorff I would support the City providing a bailiff for court sessions and will direct staff internally to determine a plan to staff this position.

The volume of citations from the Police Department and Code Enforcement does not substantiate an increase in court hours of operations at this time but this is something that the City will monitor for future consideration should the volume increase.

As previously noted, the City recommends 20 hours per week for court clerk with established and posted hours which are adhered to in order to provide customer service to the public and support other departments internally. Previous concerns noted regarding court operation were not surrounding the number of hours per week, but the level of customer service and accessibility of the court.

Kaukauna Municipal Code requires that a Judge be a resident of Kaukauna and over the age of 18. The Code does not require that the Judge be a licensed attorney. While prior study of law may seem relevant for the position, this is not a requirement, and the position is not intended or designed to provide full-time employment and compensation for a licensed

attorney. Historically, the Judge position has been held and successfully completed by other individuals with relevant experience such as retired law enforcement officers.

Staff will collect some relevant historical data on volume of citations, court activity, stipends for other area municipal judges, and municipal code provisions from other area municipalities with municipal courts, so that you will have a clearer context and more relevant comparisons to review in light of these requests.

More information will be released following the next agenda item 5 j.

