



*****AMENDED*****

AGENDA

JOINT MUNICIPAL COURT OVERSIGHT COMMITTEE

Members

- Mayor Wiza
- Alderperson Olson
- Alderperson Morrow
- Gary Wolf
- Steve Kunst

Date and Time: September 14, 2026
11:00 AM

Location: City Conference Room
1515 Strongs Avenue
Stevens Point, WI 54481

Discussion and Possible Action on:

1. Roll Call.
2. Approval of May 18, 2026, Minutes.
3. Request to Hire Municipal Court Clerk with 60 Day Pay Overlap.
4. ***Approval of the 2027 Municipal Court Budget.
5. Adjournment.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during the regular business hours from 7:30 A.M. to 4:00 P.M.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

JOINT MUNICIPAL COURT OVERSIGHT COMMITTEE MEETING
May 18, 2026 – 10:00 A.M.

PRESENT: Mayor Mike Wiza, Attorney Andrew Beveridge, Village President Gary Wolf, Village Administrator Steve Kunst, District 4 Alder Andrea Olsen

ABSENT: Alder Shaun Morrow

ALSO PRESENT: Comptroller-Treasurer Corey Ladick, Judge Erik McFarland and Court Clerk Kari Jozwiak

1. Roll Call

10:00 a.m. Quorum present. Morrow absent.

2. Introductions

3. Selection of Chair

Village Administrator Kunst nominated Wiza. Village President Gary Wolf seconded.
Motion to cast unanimous ballot for Wiza as Chair, President Wolf moved, Kunst seconded.
No objections.

4. Report from Municipal Court Judge

Reports of 2025 Citation totals by municipality were distributed and discussed.
Discussion about Clerk replacement upon retirement.
Collection practices discussed.

5. Report from City Attorney

Discussion of general court procedures.

6. Increase in the Municipal Court Administrative Fee (by State Statute).

Attorney Beveridge outlined change in Municipal Code to adopt the “maximum amount allowed under Wisconsin Statutes §814.65(1) or its successor statute.”
Motion to adopt ordinance moved by Administrator Kunst. Seconded by President Wolf.
No opposition.

7. Consideration of Municipal Court Clerk Replacement.

Discussion of current compensation and possible increase for new hire.
Need to review job description.
New hire requirements requested.

8. Adjourned.

Meeting adjourned at 10:26 a.m.



STEVENS POINT – PLOVER
JOINT MUNICIPAL COURT

HON. ERIK J. MCFARLAND
Municipal Court Judge
emcfarland@stevenspoint.com

KARI JOZWIAK
Municipal Court Clerk
kjozwiak@stevenspoint.com

August 20, 2026

To: Personnel Committee

Subject: Request for Overlap-Municipal Court Clerk Position

On January 4, 2027, the Court is anticipating the retirement of our Clerk.

Given the scope of duties and responsibilities expected from the Clerk, the Court requests permission to overlap the new Clerk 60 days to aid in a successful transition.

The overlap will assist in transitioning the new hire to assume duties required for the position. Due to court intake occurring on the first two Thursdays of the month, this would amount to four sessions for the new clerk to acquire the skills and duties needed to confidently transmit the required information to all required parties including the Department of Transportation.

Late September: Post the position
Early October: Conduct interviews
Mid October: Offer the position to the top candidate
November 2nd: New Court Clerk starts

Erik McFarland
Municipal Court Judge

Account Number	Account Title	2023 Pri Year 3 Actual	2024 Pri Year 2 Actual	2025 Pri Year Actual	01/26-08/26 Cur YTD Actual	2026 Cur Year Budget	2027 Fut Year Budget	Next Year
GENERAL FUND								
FINES & FORFEITURES								
100.45.20010.51	MUNI COURT ADMIN FEES	96,760	82,542	81,875	54,802	105,596	106,000	
100.45.20011.51	MUNICIPAL COURT MISC REVENUE	34	38	.00	.00	.00	.00	
100.45.20012.51	MUNICIPAL COURT FINES/FORF	-3,306	1,091	-3,453	3,201	.00	.00	
Total FINES & FORFEITURES:		93,488	83,671	78,422	58,003	105,596	106,000	
INTERGOVERNMENTAL CHGS FOR SVC								
100.47.20010.51	MUNI COURT REIMB - PLOVER	624	11,992	18,663	.00	10,161	21,075	
Total INTERGOVERNMENTAL CHGS FOR SVC:		624	11,992	18,663	.00	10,161	21,075	
GENERAL GOVERNMENT								
MUNICIPAL COURT								
100.51.20010.1035	MUNICIPAL COURT JUDGE	17,147	17,577	18,104	12,853	18,647	19,206	
100.51.20010.1256	MUNICIPAL COURT CLERK	59,030	62,878	66,747	47,433	68,515	70,113	
100.51.20010.1257	ON-CALL MUNICIPAL CLERK	.00	.00	.00	.00	2,000	2,000	
100.51.20010.1530	COURT SECURITY GEN OVERTIME	42	8,423	4,542	2,687	3,191	3,191	
100.51.20010.1900	EMPLOYER CONTRIB/WIS RET.	4,014	4,339	4,639	3,415	6,276	6,477	
100.51.20010.1910	EMPLOYER CONTRIB/S.S. TAX	5,018	5,317	5,612	4,086	7,065	7,239	
100.51.20010.1920	EMPLOYER CONTRIB/LIFE INSUR	123	139	160	123	168	96	
100.51.20010.1930	WORKERS COMPENSATION PREM	76	80	85	60	146	150	
100.51.20010.1940	I.C. INSURANCE PREMIUM	.00	.00	.00	.00	.00	.00	
100.51.20010.1950	MEDICAL INSURANCE PREMIUM	25,061	25,523	27,564	19,361	24,282	33,586	
100.51.20010.1955	HSA CONTRIBUTIONS	1,000	1,200	1,200	.00	1,200	1,200	
100.51.20010.1995	PEHP SICK LEAVE	.00	.00	.00	.00	.00	32,293	
100.51.20010.2203	TELEPHONE UTILITY CHARGES	420	279	258	150	350	350	
100.51.20010.2907	CONTRACTED SOFTWARE MAINT	5,848	6,025	6,204	6,390	6,200	6,200	
100.51.20010.3000	GENERAL OFFICE SUPPLIES	1,482	687	176	1,015	2,500	2,500	
100.51.20010.3006	POSTAGE	1,822	1,380	1,512	715	1,800	1,800	
100.51.20010.3301	MILEAGE EXPENSES	231	61	57	229	500	500	
100.51.20010.5000	MISCELLANEOUS EXPENSE	-6,209	449	740	558	1,500	1,500	
100.51.20010.5003	BANK ACCOUNT CHARGES	18	13	.00	.00	400	400	
100.51.20010.5910	GEN SEMINAR/EDUCATION EXP.	1,204	1,110	1,288	1,085	1,500	1,500	
Total MUNICIPAL COURT:		116,328	135,480	138,887	100,159	146,240	190,301	
GENERAL FUND Revenue Total:		94,112	95,662	97,085	58,003	115,757	127,075	
GENERAL FUND Expenditure Total:		116,328	135,480	138,887	100,159	146,240	190,301	
Net Total GENERAL FUND:		-22,216	-39,818	-41,802	-42,157	-30,483	-63,226	
Net Grand Totals:		-22,216	-39,818	-41,802	-42,157	-30,483	-63,226	