

**MEETING NOTICE AND AGENDA  
VILLAGE OF NORTH PRAIRIE**

**Public Works Committee**

**November 19, 2025**

**4:00 P.M.**

**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 Village of North Prairie Public Works Committee, at which a quorum of the Village Board may be in attendance to gather information about subjects which they have decision making responsibility. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at 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 9-17-25

1. Discuss / Action as necessary: Update from North Prairie Native Garden organization on project(s) status.
2. Discuss/Action as necessary: Update of MS4 / NR216 and WISLR
3. Discuss / Action as necessary: Update on burning pile behind Veterans Park ball diamond and cattails along Karin Dr. from entrance of Prairie Village Park to Prairie View Dr by KMFD
4. Discuss / Action as necessary: Civic Pride Nomination with recommendation to Village Board.
5. Discuss / Action as necessary: Update on discussion regarding Harvest Fest agreement.
6. Discuss / Action as necessary: Sale of 2007 Chevy Pickup in DPW department.
7. Discuss / Action as necessary: Capital purchases, both short term and long term, within DPW department.
8. Discuss / Action as necessary: Disassembling bleachers due to concern about safety or ability to repair.
9. Discuss / Action as necessary: Discuss possibility of a Land O' Lakes baseball team utilizing the hardball diamond and pavilion with possible sale of concessions in 2026.
10. Adjourn

November 13, 2025

Donna Samuels, Chair  
Cheri Lampe Member  
Andy Harmann, Member

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.

Public Works Committee  
Minutes from September 17, 2025  
Village Hall, 130 N. Harrison  
North Prairie, WI. 53153

Call to Order: 4:07 pm

Roll Call: Trustees Cheri Lampe, Andy Harmann, Donna Samuels: Debbie C-Zannini (NPNG), Ellen (NPNG), Dave and Carol Schroeder, Karen Miresse, Rick Reed (DPW) and Evelyn Etten (Admin/Clerk)

Approved 8-20-25 Donna made motion with Cheri seconding. No further discussion. Motion carried.

1. Debbie C-Z distributed drawing as designed by Tim (Eagle Scouts) father, Matt. They met with our building inspector, Scott, and he is indicating he wishes to see 4 16" footings that the bridge will sit on. This is going to be located over the ditch that carries water into Prairie Village Pond. It will extend the path through the native garden in Prairie Village Park. Andy said he could help with the post holes as the village does not have an auger that is 18" in diameter. He will also work with NPNG (North Prairie Native Garden) with obtaining concrete. He will coordinate with Debbie. When we have some dates set for digging Debbie is to let Evie know so we can get Diggers Hotline contacted. NPNG will be purchasing sonatubes 16" to allow for 4' deep footings. Donna made motion to allow the project to move forward with acceptance of the drawing with help of Andy and coordination with Village for diggers hotline. Andy seconded the motion. No further discussion. Motion unanimously carried.
2. Discussion regarding 2026 budget. Reviewed entire budget for 2026 with slight adjustments based on current information. Items that stood out in conversation: to try and determine what is actually needed for supplies, repair and maintenance, signs, fuel and part-time labor for parks is hard to determine as based on prior years usage of funds and labor. Rick is going to try and get things organized as right now he is finding items in numerous locations. It was discussed that we will probably need to leave some line items the same until next budget. We should then have a much better idea of where things are going forward. We are looking at a short road section as a possible project, as well as crack filling for 2026. The only part-time hours that will be put into parks are for cleaning the hall. It appears it would take about 2-1/2 to 3 days for mowing weekly and line trimming every 2 weeks. This would leave the balance of the week for other maintenance issues. Rick is to come to the committee if he feels he needs some additional help during summer. Additional help will be addressed at that time. To be determined. Donna to get updated budget information to Evie.
3. The committee asked Rick how things were going and if there was anything we needed to take into consideration or be concerned about regarding his newly being hired. He did not have any over riding concerns at this time. He is working with Evie on a day-to-day basis. He indicated that he may be coming in Saturday (9-20-25) to work on getting the shop organized as he finds things everywhere and it makes for some difficulty knowing just what he has. He has been busy all other days so this makes sense to him, and it will be solely on his time. Rick did bring forward there has been a complaint about the vision due to plant/grass growth at the southeast corner of Karin Dr. and Corby closest to Highway 59. Deb C-Z stated she had talked to the homeowner last year as this was brought up then to let them know that it is appreciated, she wishes to maintain this growth for pollination but this specific area is an easement so there can be maintenance handled by the Village. Concern for smaller cars and their ability to see around the corner for traffic. Donna is to speak to the homeowner prior to village moving. No action taken.

4. Donna updated that she had received a phone call from DNR rep about MS4/NR216 and they were going to send historic reports to Admin/Clerk. Evie said she thinks she may have those items and will look. Donna would like to review as we move to complete for 2025. No action taken.
5. Discussion regarding cattails along Karin Dr at Prairie Village Park. Donna has sent an email to Fire Chief asking if they would burn once they have dried out. Committee feels that we need to do something to help reduce the cattails as elimination will be very difficult. Potentially digging the ditch out. NPNG will be bringing some possible solutions or ideas as to what we may do to help with this situation. Possibly some other filtering, slowing of water flow plantings in the ditch. Concern by NPNG in caring for milkweed in this area. No further action taken.
6. No discussion on this as information was not provided beforehand by Donna.
7. Village has not received any nominations for Civic Pride Award. Again, a few names were discussed and information provided. Nominations and bringing a recipient are not required annually. Information will be brought forward next month. No further action taken.
8. Karen Miresse was present for starting the discussion on getting an agreement between Harvest Fest and the Village. All other organizations that use Village facilities regularly have an agreement in place and the Public Works committee feels there should be one with Harvest Fest to spell out responsibilities. Donna talked about storage, use of village tractor and Kubota, labor, getting facilities back in a like condition if ruts or damage is done to Village property as well as access to Village DPW area and storage. There was some explanation and understanding brought forward by Karen. It was agreed that this is a good idea. Karen is to reach out to Donna in a couple weeks or so once they have things settled with Harvest Fest 2025. We will sit down and start to set up this agreement to bring to committee and ultimately to the Village Board for approval.
9. Donna made motion to adjourn the meeting at 5:34. Andy seconded the motion. Motion carried.

Respectfully submitted,  
Donna Samuels  
Public Works Committee Chair

**North Prairie Athletic Association (NPAA) Athletic Field Use Agreement With  
The Village of North Prairie - 2025**

This agreement is entered between the Village of North Prairie, a municipal entity duly created and existing under the laws of Wisconsin (hereinafter "North Prairie") and North Prairie Athletic Association (hereinafter "NPAA"). Upon consideration of the compensation, benefits, services and mutual promises described herein the adequacy of which is hereby acknowledged by all parties and intending to be bound, the parties hereby agree as follows:

1. Subject property: This agreement encompasses the Baseball/Softball and Soccer Fields located at Prairie Village Park, Broadlands Park and Veterans Park in the Village of North Prairie, WI.
2. Term: Term of this agreement shall be one year and runs concurrent with the calendar year. A new agreement shall be signed annually by both parties.
3. Payments and other Compensation:
  - a. No payment shall be made provided the NPAA handles all field/diamond set-up which includes: costs of lime chalk, cost of spray paint, labor, clean up and any other ancillary costs associated.
  - b. All fields must be cleaned up and left in ready to use condition after each use, including practices and games.
4. Schedule of Dates Reported: NPAA is responsible to provide schedules as noted below. Failure to report schedules may result in fields not being reserved for use by NPAA.
  - a. Spring Soccer schedule to be to North Prairie no later than 3/1
  - b. All baseball/softball schedules to be to North Prairie no later than 5/1.
  - c. Fall Soccer schedule to be to North Prairie no later than 8/1
5. Use of Subject Property for Practice and Games: NPAA shall be entitled to the use of athletic fields, restrooms, parking and grass areas at the above noted locations for both practices and games. North Prairie will not schedule or authorize organized use of the subject property by any individuals, groups or organizations during the subject property being used for practice or games through proper reservation notification. North Prairie cannot be responsible for incidental use that may occur by private citizens.
6. Use of Kubota, Drag and other Field Prep Equipment: The Village will allow the use of equipment required to drag and maintain the ball diamonds provided the following requirements are met:
  - a. A DPW representative must train and authorize any users of this equipment to ensure they understand how to run all aspects of the equipment, transporting equipment and best practices for dragging the fields. A list of approved operators will be kept by the Village Administrator/Clerk/Treasurer as well as with the DPW .
  - b. The NPAA **MUST** provide a Certificate of Insurance, naming the Village of North Prairie as an additional insured on their insurance policy.
  - c. The NPAA **MUST** provide a Waiver of Sub-litigation to cover bodily harm, property and/or equipment damage.

7. Use of Concession Stands at Subject Properties: NPAA will have first right of refusal of concession stand usage, annually. Should they decline and another organization approaches North Prairie they may be granted use of the concession stand so long as proper licensure is obtained through the Village of North Prairie. Alcohol sales must be approved through Road, Buildings and Grounds Committee. Should alcohol sales be allowed it must be purchased through a licensed distributor and sold per WI State Statues. No carry-in alcohol may be sold at any park.
8. Items stored in the Storage Units and/or Concession Stand: NPAA shall only store food and beverage related items in the concession stand. Any other items stored in the concession area will need approval from North Prairie. North Prairie is not responsible for product spoilage due to power outage, equipment breakdown or malfunction. NPAA shall have full use and control over storage facilities they own which includes storage structures at Prairie Village Park, Veterans Park and Broadlands Park. North Prairie agrees to store, in the DPW facility on Oakridge Dr., lime chalk and spray paint purchased by NPAA.
9. Care of Facilities: Use of baseball/softball and soccer fields and storage units are subject to these facilities being kept in clean, sanitary and safe conditions at all times.
10. Maintenance and Cleaning Obligations: The parties shall have the following maintenance and cleaning obligations throughout the term of this agreement:
  - a. North Prairie shall be solely responsible for the following at all times during this agreement period:
    - I. Maintaining garbage containers in adequate condition to reasonably secure the items placed in the containers. This includes providing adequate size bags and rubber bands for restock use.
    - II. Preparing diamonds/fields throughout each season by mowing and grass/weed control by fencing and garbage removal. NPAA, should empty a rubbish container when it becomes full. They will remove the full bag and place it next to the container and restock the container with a new bag/band.
    - III. Maintenance and/or repair of areas where topsoil and grass seed are needed. Diamond mix, as required, will also be North Prairies' responsibility to purchase and distribute throughout diamonds.
11. NPAA shall be solely responsible for the following at all times during this agreement:
  - a. Diamond/field lining and prep for practices and games.
  - b. Will check all bathrooms after use to be sure rubbish is disposed of properly. Where flush toilets are located to check to be sure all toilets are flushed, assure no faucets are left running and lights are turned off.
12. Indemnification: In addition to, and not to the exclusion or prejudice of any provisions of this agreement or documents incorporated herein by reference, NPAA shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting consulting, engineering and other expenses relating to the defense of any claim asserted or imposed by any party or parties (including but not limited to claims of bodily injury or death of persons, or for loss or damage of property) upon North Prairie, its officers, agents, boards, committees, employees or independent contractors, growing out

of the presence, activities or promotions contemplated by the agreement (even if arising from intentional or unintentional acts of a person or persons, who are not party to this agreement) or the construction, maintenance or use of facilities by NPAA and only during activities where NPAA members are present or in any other way growing out of this agreement.

13. Insurance: North Prairie assumes no responsibility for any loss or damage to User's personal property while in use or stored at or on the Park(s). User shall maintain comprehensive liability insurance as required below, including full replacement of damaged property. **No later than March 1<sup>st</sup>** the user shall provide North Prairie with evidence of said coverages as set forth herein, including insurance certificates and all referenced riders and endorsements in forms reasonable satisfactory to North Prairie. All insurance shall be issued by insurers with a license to do business in the State of Wisconsin. User's insurance coverage shall be primary and noncontributory with respect to North Prairie, including all of its respective officials, officers, employees and agents. User's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

a. Comprehensive Commercial General Liability: One Million Dollars (\$1,000,000) per occurrence and at least Two Million Dollars (\$2,000,000) aggregate; policy shall provide coverage for volunteers, invitees and guests of User.

b. Village of North Prairie, and its respective officials, officers, employees, and agents shall be named as an additional insured for General Liability by specific endorsement.

14. Compliance with Law: NPAA shall comply with all current and future applicable codes of North Prairie, the County of Waukesha, the State of Wisconsin and the Federal Government. NPAA shall follow all current and future lawful orders of any and all duly authorized employees and/or representatives of the same. This agreement shall not be deemed to waive compliance with any such laws.

15. Failure to comply: In the event the NPAA fails to fulfill any obligation under this Agreement, this Agreement shall be null and void and North Prairie shall have no responsibility whatsoever under the terms of this Agreement.

16. Effective Date: This Agreement shall be effective upon full execution hereof by all parties. The effective term of this Agreement is from March 1<sup>st</sup> through October 31<sup>st</sup> of said Agreement year.

This Agreement has been approved by the Village Board of North Prairie and is executed this date \_\_\_\_\_, 2025.

Village of North Prairie: \_\_\_\_\_

Dan Miresse

Attest: \_\_\_\_\_

Evelyn Etten

This Agreement has been approved by North Prairie Athletic Association and executed this date:  
\_\_\_\_\_, 2025.

North Prairie Athletic Association President: \_\_\_\_\_