

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING AGENDA
NORTH PRAIRIE MUNICIPAL CENTER
130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
November 26th, 2025 AT 4:30 P.M.**

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Village of North Prairie Public Safety 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.)

1. Call to Order.
2. Roll Call.
3. Public Comment.
At the sole discussion of the Committee Chair, citizens are invited to make comments to the Committee, under the following procedures. Committee members should not be expected to discuss issues presented at this time, citizens, comments limited to 2 minutes each; In the event public comments exceed 15 minutes, the Committee will continue with the regular agenda and resume public comment after the Committee business has been completed, public comments on specific personnel matters are not appropriate subject for this forum and should be referred to the Village Office; any comments which may violate an individual right of an employee will not be permitted.
4. Approval of September 24th minutes.
5. Approval of the November 14th minutes.
6. Police
 - a. Discussion and/or Action: General review and discussion regarding the long-term operational structure of the North Prairie Police Department, including potential options and future planning considerations.
 - b. Discussion and/or Action: Review and discussion of the proposed cross-training plan for Officers Ryan and Brad with the Police Clerk, including expectations, scope of training, scheduling, and any necessary approvals or action
7. Fire
 - a. Discussion and/or Action: Review and discussion regarding the current Fire District structure, including historical items previously discussed by the Committee and the current cost-share percentages carried by each participating community, as well as any potential future considerations
8. Court
 - a. Discussion and/or Action: Review and discussion regarding the Joint Municipal Court, including recent committee discussions, the status of the FY 2026 budget, municipal board feedback, and any potential actions or follow-up items needed moving forward.
 - b. Discussion and/or Action: Discussion regarding the potential withdrawal of the Village from the Joint Municipal Court and related procedural, financial, and operational considerations.
9. Adjourn.

November 20th, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. 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.

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING MINUTES
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
September 24th, 2025, AT 5:00 P.M.**

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Village of North Prairie Public Safety 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.)

1. Call to Order: **5:02 PM**
2. Roll Call: **Trustee Schroeder, Trustee Samuels, and Trustee McCormack. Also Present: North Prairie Police Chief and Assistant Chief Terry Tesch two residents/board members including the Village President.**

Announcement of Closed Session pursuant to WI State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, specifically performance evaluation of the Police Chief.

3. Approval of the August 13, 2025, Public Safety Meeting Minutes: **The Committee approved the August 13, 2025 Public Safety & Protective Services Committee minutes as presented by unanimous voice vote.**
4. Public Comment.
At the sole discretion of the Committee Chair, citizens are invited to make comments to the Committee, under the following procedures. Committee members should not be expected to discuss issues presented at this time, citizens, comments limited to 2 minutes each; in the event public comments exceed 15 minutes, the Committee will continue with the regular agenda and resume public comment after the Committee business has been completed, public comments on specific personnel matters are not appropriate subject for this forum and should be referred to the Village Office; any comments which may violate an individual right of an employee will not be permitted. **None**
5. Police
 - a. Discussion and/or Action as Necessary: Regarding progress on daily log tracking by the Police Chief, Assistant Chief, and Police Clerk for time and project accountability: **The Committee discussed progress on implementing reasonably detailed daily logs for the Police Chief, Assistant Chief, and Police Clerk for time and project accountability. Logs began around August 27, 2025. For the next meeting, the Committee requested that logs covering activity through approximately October 27 be submitted to the Committee by email no later than October 22 so members can review in advance. Going forward, monthly updates are expected on a continuing basis.**
 - b. Discussion and/or Action as Necessary: Review of Police Department Patrol hours: **Patrol hours review: The Chief distributed patrol/administrative hour summaries for January through August 2025. The average patrol coverage for the first eight months was approximately 5.5 hours per day, with August showing a roughly 50/50 split between patrol and administrative time. Members noted a downward trend overall but acknowledged the August improvement. During this portion of the meeting, the Police Chief expressed concerns regarding his health and ability**

to perform patrol duties, citing hearing loss, balance issues, a bad back, and knee pain. He stated, "I don't think I can patrol anymore. I think this committee has to respect what I said at the last meeting — neither I nor the Assistant Chief will patrol at all. However, the police Chief stated I do not want to speak for the assistant chief. At this moment the assistant chief said he is good to go and will patrol. I have no hearing in this ear, my balance isn't good, my back and knees are bad. To me, that's a safety problem."

Committee members asked follow-up questions regarding whether the Chief's health limitations would also prevent him from responding to emergency situations. The Chief explained that he generally does not respond to calls because of these safety concerns but noted that if another officer or the school were in immediate danger, he would respond without hesitation.

A trustee then inquired whether the Chief routinely carries his firearm during the day and if this could present a risk given his reported physical limitations. The Chief confirmed that he typically carries his firearm but did not provide a direct response regarding the safety concern. At that point, the Assistant Police Chief interjected and advised, "If I were you, I would not answer that question," noting that the discussion should remain within the posted agenda. The Chief offered no additional comment on the matter.

- c. Discussion and/or Action as Necessary: Police Department Budget: **The Committee reviewed the revised Police Department budget consistent with Finance Committee discussion. Part-time patrol wages were adjusted from a prior placeholder of ~\$105,000 to a more realistic planning range (about \$65,000–\$78,000). Based on a 60/40 patrol/admin framework, approximately \$52,000 in administrative wages is to be allocated across the Chief, Assistant Chief, and clerical wages. Training was clarified as covering mandatory certification for five part-time officers (estimated ~\$200 per officer, about \$1,000 total) with a small allowance for advanced training as needed; firearm qualification/range costs are separate. The Lexipol policy service will be retained, with the expectation of reimbursement via the League of Wisconsin Municipalities as in the prior year; the Clerk's office will continue submitting documentation for reimbursement. The \$500 "miscellaneous" line (blood draws, background checks, drug screens, etc.) was retained. No formal action was taken; this was an informational review.**
- d. Discussion and/or Action as Necessary: Regarding Police Department citation and enforcement activity — review of monthly stat sheets showing number of stops/contacts, warnings, and citations per officer: **Per-officer monthly citation and contact statistics were not provided for this meeting. The Chief shared a nine-month tally of incidents and citations for North Prairie officers; separate Sheriff's Office activity typically appears in monthly board packets. Committee discussion encouraged proactive traffic enforcement in neighborhoods and at stop-controlled intersections, reflecting frequent resident complaints about speeding and stop-sign violations.**
- e. Discussion and/or Action as Necessary: Comparison between the contract with the Sheriff Dept. vs. restructuring the Police Dept: Waukesha County Sheriffs department: **Currently the pricing we received from the sherifs department would be more expensive than the current structure we have. More talks need to be had on how to make our police department a successful department while utilizing taxpayers' funds efficiently.**
- f. Discussion and/or Action as Necessary: Review the draft email to be sent to Waukesha County Sheriffs department for contract pricing: **Review was not**

needed since we have received correspondence back from the Sherifs department.

- g. Discussion and/or Action as Necessary: Draft of Police Department Directive regarding 60/40 split of hours and possible recommendation to the board; **Administrative/patrol split directive (60/40): The Committee reviewed a draft directive establishing a 60/40 split between patrol and administrative time. Discussion addressed measuring the split on a monthly basis using scheduled shifts and actuals, with recognition that unforeseen absences may cause minor variance. A motion to recommend the directive (referenced as #10-2022-25 in discussion) to the Village Board passed unanimously.**
- h. Discussion and/or Action as Necessary: Motion to go into closed session pursuant to WI State Statute §19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, specifically performance evaluation of the Police Chief; ROLL CALL VOTE: **Closed session: At 5:53 PM, the Committee entered closed session under Wis. Stat. § 19.85(1)(c) to discuss the Police Chief's performance evaluation. The Committee returned to open session at 6:30 PM; no action was taken in closed session beyond the stated purpose.**
- i. Motion to return to open session: **Motion to return to open session passed unanimously.**
- j. Discussion and/or Action as Necessary: Regarding code enforcement services — review of information received from Municipal Code Enforcement (Allison Schwark). The email outlining available services may be distributed to Board members for consideration: **The Committee reviewed an email outlining third-party municipal code enforcement. Consensus was to address code enforcement internally by establishing a clear standard operating procedure for complaint intake, notice letters, and role delineation among Administration, the Building/Inspection function, and Police. Chicken-permit enforcement was discussed; the Committee asked that relevant ordinance provisions and remedies be confirmed and, if needed, updated. The matter will be routed to the appropriate committee to draft the SOP. No external contract was pursued at this time.**

6. Court

- a. Discussion and/or Action as Necessary: Information from previous meetings: **None**
- b. Discussion and/or Action as Necessary: Regarding an email received from the Town of Mukwonago and explanation as to the next steps regarding the 2026 budget for JMC: **The Committee discussed communications indicating that at least one member municipality's board voted against the proposed 2026 JMC budget increases (including wage adjustments for court staff and utilities). Under the JMC agreement, unanimous approval by member governing bodies is required; absent unanimity, a reconciliation meeting must be held within 15 days, and all or part of the current year's budget may carry forward. The Committee's expectation is to place the JMC budget on the Village Board agenda to register the Village's position and, for budgeting purposes, to plan on prior-year levels unless a reconciled budget is unanimously adopted.**

7. Fire

- a. Discussion and/or Action as Necessary: Information from previous meetings: **None**

- b. Discussion and/or Action as Necessary: **Fire Dept. usage tracker and updates moving forward. The Committee noted an anticipated Fire Board meeting (tentatively Monday at 6:30 PM in Eagle) where a budget reflecting roughly a 10% increase and associated strategic information may be presented; trustees were encouraged to attend. Members reiterated concerns about long-term sustainability, staffing, and accountability. As part of ongoing cost-share review, updated equalized value shares were referenced (North Prairie approximately 25.4%, Village of Eagle ~20.6%, Town of Eagle ~54.0%) alongside current usage tracking; further analysis will continue.**

8. Adjourn. Meeting adjourned at 7:15PM

September 22, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

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**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING MINUTES
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
November 14TH, 2025 AT 7:00 A.M.**

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Village of North Prairie Public Safety 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.)

1. Call to Order: **Committee meeting to order at 7:00 a.m.**

1. Roll Call: **Trustee Schroeder, Trustee Samuels, and Trustee McCormack. Also Present: North Prairie Village Administrator two current North Prairie Officers along with one resident.**

2. Public Comment.

At the sole discretion of the Committee Chair, citizens are invited to make comments to the Committee, under the following procedures. Committee members should not be expected to discuss issues presented at this time, citizens, comments limited to 2 minutes each; In the event public comments exceed 15 minutes, the Committee will continue with the regular agenda and resume public comment after the Committee business has been completed, public comments on specific personnel matters are not appropriate subject for this forum and should be referred to the Village Office; any comments which may violate an individual right of an employee will not be permitted. **None**

3. Police

- a. Discuss the structure of the PD and administrative responsibilities for the balance of 2025 and moving forward in to 2026: **The Committee held an extensive discussion regarding the structure of the Police Department for the remainder of 2025 and into 2026. The Chair noted recent resignations and emphasized the need for stability during the transition to new leadership. The Committee identified four immediate priorities: establishing an interim leadership model, ensuring clerical coverage, stabilizing the patrol roster, and improving communication with all officers. It was reported that two part-time officers are expected to resign or greatly reduce their availability, while two new officers have completed the hiring process and are nearly ready to begin. The Committee agreed that retaining a core group of dedicated officers, along with onboarding these new hires, is essential to carrying the department through the transition. A significant portion of the discussion focused on the department's administrative workload. The Committee reiterated concerns that administrative hours in North Prairie appear disproportionately high compared to similar departments. Comparisons were made to the Eagle Police Department, where the Chief reportedly handles most administrative tasks with limited assistance despite managing more patrol hours and issuing significantly more citations. The Committee also discussed challenges relating to RMS and TRACS systems, noting that the Police Clerk is the only staff member who is fully proficient in state reporting, ticket processing, and record management. The two senior part-time command officers explained that RMS proficiency declines for officers who use the system infrequently, which contributes to the overall administrative burden falling heavily on the Police Clerk. The Committee also reviewed organizational structures used by neighboring departments and agreed that North Prairie's historic structure—which included both a Chief and an Assistant Chief—may have been too top-heavy for a department of this size. The two senior officers advised that formally appointing an Interim Chief on December 1 would trigger state audits and administrative requirements that would later need to be repeated when a permanent Chief is hired. Instead, they recommended adopting a shared Acting Department Head**

model during the transition. Both officers expressed willingness to serve in this shared role, provided the Police Clerk remains employed to ensure administrative continuity. When the Police Clerk joined the discussion, the Committee formally requested that she extend her employment through December 31, 2025, up to 32 hours per week, with the possibility of month-to-month extensions thereafter. She agreed to consider the request and provide an answer the following Tuesday. The Committee emphasized that her institutional knowledge is vital for meeting state requirements and supporting the acting leadership team. The Committee also reviewed wage levels and unanimously approved increasing part-time officer wages to \$34.00 per hour, establishing the acting leadership team wage at \$35.50 per hour, and increasing the Police Clerk's hourly wage to \$30.00 per hour, all effective November 1, 2025.

There were three motions during this discussion.

Motion: To offer an extension to the Police Clerk's employment through the end of December, working up to 32 hours per week, with the understanding that her continued employment will be evaluated on a month-to-month basis for potential extensions in connection with the transition plan and acting department head structure. **Second:** Trustee Schroeder. **Vote:** Motion carried by unanimous voice vote.

Motion: To extend an offer to the two senior part-time officers to serve as Acting Department Heads, contingent upon their final decision after discussion with the Police Clerk; and that, in the interim, the captain will serve as the highest-ranking officer in the department. **Second:** Trustee Schroeder. **Vote:** Motion carried by unanimous voice vote.

Motion: That, effective November 1, wages be adjusted as follows: patrol officers increased to \$34.00 per hour; Acting Department Heads set at \$35.50 per hour; and the Police Clerk's wage increased to \$30.00 per hour. **Second:** Trustee Schroeder. **Vote:** Motion carried by unanimous voice vote.

- b. Discuss with the Chief and direct him to provide a detailed outline of all reports required throughout the year, all deadlines and filing dates for any required information that goes to the state, county, any other entity, etc. required of the Police Department. Including anything related to grants or funding: **Because both the Chief and Assistant Chief are resigning, the Committee acknowledged that the earlier plan to obtain a full outline of required state, county, and grant-related reports from the Chief must shift to the new acting leadership team. The Committee directed the two senior officers, working collaboratively with the Police Clerk, to compile a complete list of required reporting tasks, deadlines, and compliance filings. This information will be used to create a permanent administrative procedures packet so future leadership transitions are smoother and institutional knowledge is preserved. No formal motion was taken, but the directive stands as an ongoing expectation.**
- c. Discuss / Action as required: Discussion regarding maintenance work done on Village squad cars: **The Committee reviewed recent maintenance performed on a Village squad car at Hanson's. The vehicle had been taken in due to braking noise, and Hanson's advised immediate brake service and replacement of all four tires, noting that the existing tread was down to approximately 3/32", which they considered unsafe for a police vehicle heading into winter. While the brake work had been approved, tire replacement had not yet been authorized, and the vehicle remained at the shop without clear direction. After contacting Hanson's, the Village Administrator confirmed that the recommended tires were available at a government-rate price of approximately \$657 for four tires, including**

mounting and balancing, plus \$89 for a front-end alignment. The Committee expressed concern that the squad had been left in limbo and agreed that a patrol vehicle should not return to service with tread at that level, particularly during winter. The consensus was that when a trusted vendor identifies a safety issue, the Village should act promptly. The Committee directed the Village Administrator to authorize the tire replacement and alignment immediately and to ensure that the vehicle is returned to service only after all safety-related maintenance is completed.

4. Adjourn: **Meeting adjourned at 8:52 am.**

November 14th, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

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