

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING AGENDA
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
December 22, 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
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 24, 2025, minutes.
5. Approval of November 14, 2025, minutes.
6. Approval of November 26, 2025, minutes.
7. Police
 - a. Discussion and/or Action: Review and discussion regarding the current operational status of the North Prairie Police Department, including leadership transition, patrol coverage levels, administrative cross-training progress, and short-term operational priorities through year-end and into early 2026.
 - b. Discussion and/or Action: Update and discussion regarding planning for a public informational meeting related to the future direction of the North Prairie Police Department, including timing, public notice, meeting format, and key information to be presented to residents.
 - c. Review and discussion of administrative processes, systems access, and succession planning within the Police Department to ensure continuity of operations, transparency, and appropriate internal controls.
8. Fire
 - a. Discussion and/or Action: Review and discussion regarding Fire District governance and representation, including participation and attendance at Fire Board meetings, communication between the Village and Fire District, and expectations for Village representation moving forward.
 - b. Update and discussion on Fire District cost-sharing methodologies, including previously discussed formulas, Finance Committee involvement, and next steps related to potential referendum or long-term funding considerations.

9. Court

- a. Discussion and/or Action: General review and discussion regarding the Joint Municipal Court, including any updates, ongoing operational matters, financial considerations, and potential follow-up items as needed.

10. Adjourn.

December 22nd, 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 24, 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 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. **None**
5. Police
 - a. Discussion and/or Action as Necessary: Regarding progress on daily log tracking by the Police Chief, Assistant Chief, and Police Secretary for time and project accountability: **The Committee discussed progress on implementing reasonably detailed daily logs for the Police Chief, Assistant Chief, and Police Secretary 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 Police Chief distributed patrol and 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 reflecting an approximately equal split between patrol and administrative time. Committee members noted an overall downward trend in patrol hours but acknowledged the improvement shown in August. During this portion of the meeting, the Police Chief**

stated that he has limitations that affect his ability to perform regular patrol duties and expressed safety concerns related to those limitations. He indicated that he does not believe he is able to perform patrol functions and referenced prior discussions regarding patrol expectations. The Chief further stated that he did not wish to speak on behalf of the Assistant Chief. At that time, the Assistant Police Chief indicated that he is able and willing to perform patrol duties. Committee members asked follow-up questions regarding whether the Chief's limitations would affect his ability to respond to emergency situations. The Chief explained that he generally does not respond to routine calls due to safety considerations but stated that he would respond if another officer or a school were in immediate danger. A trustee then inquired whether the Chief routinely carries his firearm during the day and whether that could present a safety concern. The Chief confirmed that he typically carries his firearm but did not provide further comment. The Assistant Police Chief advised that the discussion should remain within the scope of the posted agenda.

- 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 tax payers 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 14, 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 discission 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 into 2026: **The Committee held an extensive discussion regarding the structure of the Police Department for the remainder of 2025 and into 2026. The committee 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 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, at 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 by Trustee Samuels motion seconded by Trustee Schroeder: To offer an extension to the 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 by Trustee Samuels motion seconded by Trustee Schroeder: 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 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 by Trustee Samuels motion seconded by Trustee Schroeder: 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 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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**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING MINUTES
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
November 26, 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: **Meeting called to order at 4:30 P.M.**
2. Roll Call: **Trustee Schroeder, Trustee Samuels, and Trustee McCormack. Also Present: North Prairie Village Administrator, one resident and representatives from the North Prairie Police Department, including Terry Tesch, Ryan, and Brad.**
3. Public Comment.

At the sole discission 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: **During public comment, one individual addressed the Committee regarding previously published draft minutes from the September 24, 2025 meeting. The resident expressed concerns about factual accuracy, scope, and the manner in which certain statements were reflected in the draft minutes. The individual requested that the minutes be revisited and revised prior to approval to ensure accuracy and consistency with the meeting record. Committee members acknowledged the concerns raised and discussed the importance of ensuring that meeting minutes accurately reflect proceedings. The Committee indicated that the September 24, 2025 minutes would be reviewed and revised as necessary prior to any future approval.**
4. Approval of the September 24th minutes: **With respect to the September 24, 2025 minutes, an initial motion to approve was made but did not receive a second and therefore failed. Trustee Samuels subsequently moved that the September 24, 2025 Public Safety & Protective Services Committee minutes be revisited with particular emphasis on Item 5, the Police Department section, for clarification and accuracy. The motion was seconded by Trustee Schroeder and carried unanimously. Direction was given to revise the identified section based on the meeting record and to circulate a revised draft for review prior to the next meeting.**
5. Approval of the November 14th minutes: **Regarding the November 14, 2025 minutes, Chair McCormack moved to approve the minutes as presented, with a correction to note that motions referenced in Item 3 were made by Trustee Samuels. The motion was seconded by Trustee Schroeder and carried unanimously.**
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: **The Committee engaged in a general review and discussion regarding the long-term operational structure of the North Prairie Police Department. Discussion focused on maintaining transparency with residents, providing clear and updated information regarding policing options and associated costs, and ensuring meaningful public input prior to any major decisions. Committee members discussed the value of holding an additional public informational meeting to update residents on recent developments and to gather feedback on future planning considerations. Consensus was reached to proceed with planning a public informational meeting. Tentative details discussed included holding the meeting on or about January 20, 2026, beginning at 6:00 p.m., with advance notice provided through a village-wide mailing emphasizing that future decisions will be informed by public input. No formal action was taken on this item.**
 - 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: **The Committee also received an update regarding the**

proposed cross-training plan for Officers Ryan and Brad with the Police Clerk. Committee members noted that Ryan and Brad, who are currently serving as the primary leaders of the Police Department, are performing well in their new roles. The Committee expressed confidence in their leadership and acknowledged their efforts to work closely with the Police Secretary to become fully up to speed on administrative duties. At the same time, Ryan and Brad are ensuring that the community continues to receive appropriate and consistent patrol coverage during this transition period. The Committee expressed appreciation for their professionalism, responsiveness, and commitment to maintaining public safety while administrative systems and processes are being addressed. No formal action was taken.

7. Fire

- c. 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: **The Committee reviewed and discussed the current Fire District structure, including historical items previously discussed and the existing cost-share percentages among participating communities. Trustee Schroeder summarized recent Finance Committee discussions and noted that three potential cost-sharing models have been identified and shared with the Finance Committee liaison. Committee members discussed the importance of continued dialogue, representation, and coordination as discussions move forward. No formal action was taken.**

8. Court

- c. 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: **The Committee reviewed recent developments related to the Joint Municipal Court. It was reported that the FY 2026 Joint Municipal Court budget was approved following amendments and discussions with participating municipalities.**
- 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: **The Committee also discussed potential future withdrawal of the Village from the Joint Municipal Court, including procedural, financial, and operational considerations. Discussion included administrative workload, financial transparency, and challenges related to revenue tracking and reimbursement. While concerns remain, the Committee agreed that additional analysis and discussion are necessary prior to making any recommendation to the Village Board. No formal action was taken.**

9. Adjourn: **Meeting adjourned at 6:46 P.M.**

November 26th, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

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