

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING MINUTES
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
DECEMBER 9TH, 2024 AT 6:00 P.M.**

1. **Call to Order:** The meeting was called to order by Trustee McCormack at 6:00 p.m.

2. **Roll Call:** President Hall, Trustee Schroeder, Trustee Samuels and Trustee McCormack

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: None

4. **Municipal Court**

a. **Discussion and possible action regarding the safety and security of the Village**

Clerks office during court: Information was given by the village clerk with sensitive Village information that could be compromised. It was also discussed that participants of court cross into areas of the Village Clerks office that should not be in. Trustee Schroeder stated he can make a new procedure for the bailiff to position themselves in a way that they could have a direct line of sight into the Village Clerks office. Further talks and a recommendation from President Hall was made regarding securing the Village clerks office during court night was agreed upon that the clerk's office will be locked so no court traffic will interfere with the Village clerk. It was also agreed upon that all collecting payment by the court staff should be done in the conference room.

Discussion was conducted regarding a statement made by the Village clerk that there have been two times where there was not a bailiff present for October or November court. Village Police Chief stated he will make a fair bailiff watch bill for 2025. President Hall stated the court clerk needs to be in charge of ensuring a bailiff is present for court and that should not be a tasker for our Police Chief. It was also stated that we as North Prairie are not here to service the Court, we are here to service the citizens of North Prairie.

Discussion was conducted about the how much time the Village clerk and other employees of North Prairie spend on matters regarding the court when it should be the court clerks and court staff responsibilities. President hall stated we need to figure out how many hours are used by our staff and possibly bill the court for our employee's time used on handling court matters. All of the discussion and items addressed have been tasked to Trustee McCormack to contact the Judge with our current issues.

b. **Discussion and possible action regarding the costs or future costs charged to the Municipal Court and other communities that use the Village of North Prairie's facilities:**

President hall brought up how the court is currently paying rent to our village to use our facilities. It was also discussed that future rents for the court to operate in our village hall in the future could possibly increase. President Hall also

stated that our Village Clerk is at times conducting work for the Court Clerk which should not be happening. Our Village clerk has been taking court payments, fielding court related questions along with other taskings that should not fall on the Village Clerks plate. Zero of the municipalities that utilize the court system in North Prairie help with the day-to-day taskings that our Village Clerk gets stuck with regarding court. It was brought up again that we need to be charging either the court or the other municipalities that use the court for our staff's time used on court-related matters. North Prairie also handles all of the money transactions which consists of around 40 checks a month cut by our village clerk. The Village clerk has also caught errors made by the court staff when making deposits.

Our village clerk also has stated that while the Court Clerk and Court staff is present that they will not pick up phone calls directed to the courts office. Most of the calls that are not picked by the court staff will get funneled to our clerk who will pick up the phone while she is present in the office. President Hall stated again that we need to keep a record of the amount of phone calls and all other matters that our Village Clerk gets stuck with.

Trustee Hall also brought up that all funds for the court should not comingle with any North Prairie account. The village clerk stated "How do we know if we are making money" fees and fines get dumped into a checking account for court fines and then every month when our clerk has to pay out the other municipalities.

All of the discussion and items addressed have been tasked to Trustee McCormack to contact the Judge with our current issues.

- c. **Discussion and possible action regarding the costs or future costs charged to the Municipal Court and other communities that use the Village of North Prairie's facilities:** This was a duplicate item and did not need any discussion or action.
- d. **Discussion and possible action regarding the posted hours of the Municipal Court on our Village Hall and the recent issues of irritated citizens trying to make payment to the Municipal Court when they are not there during posted hours of operation:**

5. Fire

- a. **Report on discussion or action taken at previous meetings, reports or future agenda items:** President Hall stated we need to look at the current fire agreement and hopefully have percentages revised so North Prairie can pay closer to the amount of current usage

6. Police

- a. **Report on discussion or action taken at previous meetings, reports or future agenda items:** Trustee Samuels stated she would like to look at the PD structure and other possible options for police coverage. The Police Chief stated we have two serviceable radios currently and will be needing an additional two radios in the future.

7. **Adjourn:** Trustee McCormack made a motion for adjournment at 8:55 p.m. second by Trustee Schroeder, unanimous vote. Meeting adjourned at

December 9th, 2024

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.