

**VILLAGE OF NORTH PRAIRIE**  
**Village Board Minutes**  
**March 13, 2025 – 6:30 p.m.**  
**130 N Harrison St., North Prairie, WI**

1. **Call to Order** – President Hall called the Village Board meeting to order at approximately 6:31 p.m.
2. **Roll Call** – Present: President Hall, Trustee, Rewasiewicz, Trustee Schroeder, Trustee Lampe, Trustee Samuels, and Trustee McCormack. Absent: vacant seat
3. **Pledge of Allegiance** – The pledge was recited by those present.
4. **Confirmation of Proper Notice of Meeting** – Administrator Etten confirmed the agenda was posted on the website and in three locations.
5. **Approval of February 13, 2025 – Village Board Meeting Minutes** – Trustee Samuels moved, seconded by Trustee Rewasiewicz to approve minutes for the February 13, 2025, Village Board meeting, no further discussion, **motion carried, 6/0.**
6. **Reports:** Building Inspector, Fire, Police and Public Works Department – President Hall moved, seconded by Trustee Samuels to open the meeting to Chief Nottling for fire report, no discussion, **motion carried, 6/0.**
  - The Chief reported an unauthorized truck repair while he was on vacation. There was supposed to be an estimate provided prior to the repairs, but this failed to happen. Upon the Chief's return from vacation, the truck was in the shop receiving the repairs. The cost to fix is less than anticipated and the Chief said this should not happen again. Trustee Schroeder asked if he was putting forth a policy to make sure it doesn't happen again, and the Chief responded it is the first time since he's been Chief that it has happened. If it becomes an issue, he will write a policy but believes it will not happen again.
  - The Chief stated that there is a meeting at Waukesha County on March 17<sup>th</sup> to discuss the necessary radio system upgrade. Approximately 75/90 of the fire district radios will no longer be serviced after the upgrade. The current radios do not transmit well in concrete, brick or metal structures. The new radios will transmit via Wi-Fi unless Wi-Fi is not available. The fire district has applied for an AFG (FEMA) grant totaling \$850,000. It is uncertain if we will get this funding as all government grants are on hold. He encouraged every board member to attend the meeting.

President Hall moved, seconded by Trustee Lampe to close the open discussion of the Fire Chief. No further discussion, **motion carried, 6/0.**

7. **PUBLIC COMMENT** – (No official action will be taken under Public Comment)

Note: Comments will be limited to 3 minutes per resident

Trustee Rewasiewicz moved, seconded by Trustee Schroeder, to open the meeting to public comments, no further discussion, **motion carried, 6/0.**

Citizen Kurt Retzlaff, 104 Chestnut Ct, North Prairie asked about the ATV/UTV signage and how he could contribute to the fund for signs. Trustee Samuels stated members of the village made donations to cover the cost of the signs. The money was turned over to the village for deposit, a request for payment was made for the invoice, and the signs were received. There is a small amount of funds left that can be used for tools to install the signs. No additional funds are needed currently. Mr. Retzlaff offered to help with the installation. Administrator Etten asked him to make sure he signed the attendance sheet and include his phone number and will make sure Trustee Samuels gets his contact information. President Hall moved, seconded by Trustee Samuels to close the public comments, no further discussion, **motion carried, 6/0.**

## **8. VILLAGE PRESIDENT**

- a. Report to Village Board – President Hall reported that the February primary elections had 170 voters, which is about a 10% turnout. President Hall reported that the Fire board will be providing an anonymous survey (similar to the one done two years ago) to allow the fire members to make comments and be heard freely since we have a new chief now. No discussion, **no motion.**
- b. Discussion and/or Action as Necessary: Extra-Territorial Certified Survey Map – Town of Mukwonago, Tax Key Number MUKT 189498, Zakrzewski 2006 Joint Revocable Trust – President Hall reported this is a draft of a proposed CSM map for extra-territorial map presented to the Town of Mukwonago, Waukesha County and the Village of North Prairie. The reason for this review is due to the potential sale of this property and just getting everything for a future sale. It was presented to the Plan Commission who recommended board approval. President Hall moved, seconded by Trustee Schroeder to approve the extra-territorial CSM, tax key # MUKT 189498, Zakrzewski 2006 Joint Revocable Trust. No further discussion, **motion carried, 6/0.**

## **9. VILLAGE ADMINISTRATOR/CLERK/TREASURER**

- a. Report to the Village Board – Administrator Etten provided an update on the hiring of either an Administrative Assistant or Deputy Clerk. There were over 50 applicants, and she will narrow the candidates down to five or six for first interviews. She mentioned the important dates for the upcoming election, and the scheduled meeting dates and times for village board, plan commission, and committees will be regularly meeting monthly. No discussion, **no action.**
- b. Discussion and/or Action as Necessary: Converting North Prairie bank accounts held at Mukwonago Citizens Bank classified as Advantage Savings accounts to accounts earning higher interest rates - Administrator Etten met with the Citizen's Bank Rep regarding our bank accounts and learned that two of the accounts (Court & Police) are only earning .030% and could be converted to Classic Money Market accounts earning 1.0% with a minimum balance of \$1,000. Another option was to put a larger amount from each account into a 7-month Certificate of Deposit (CD) which would earn 4.17%. She recommended that the board convert the two accounts (Court & Police) into the Classic Money Market accounts with a minimum deposit amount of \$1,000 to earn 1.0%. Trustee Rewasiewicz motioned, second by Trustee McCormack, to transfer these two accounts into Classic Money Market accounts and with Chief Tamez's approval move a larger portion of the police funds to be placed into a 7-

month CD and the same for the Court account. Upon discussion, Trustee Samuels asked if we should seek other banks and ladder the funds. President Hall stated that spreading our funds among multiple banks makes it harder to transfer funds between bank accounts when necessary to cover monthly bills and payroll. No further discussion. Motion presented and seconded, **motion carried, 5/1.**

- c. Discussion and/or Action: Life Insurance policy for full-time employees – Administrator Etten reported that she received two quotes for \$25,000 of Life/AD&D insurance coverage for two full-time employees. Both policies were very comparative, Reliance Std. costing \$183.00, and Lincoln Financial costing \$197.50 per month for two employees. President Hall moved, seconded by Trustee Samuels to approve \$25,000 of Life/AD&D insurance to be provided to the two full-time employees as a village paid benefit with Reliance Standard Insurance, costing \$183.00 per month for both employees. No further discussion, **motion carried, 6/0.**
- d. Discussion and/or Action as Necessary: Policy No. FIN 2025-02 – Handling Park & Community Center Rental & Deposit Payments – Administrator Etten reported that she could not find a written policy for the handling of park and community center deposit & rental payments. The current process in place is not compliant with what the auditors would approve of and therefore she drafted Policy No. FIN 2025-02 – Handling Park & Community Center Rental & Deposit Payments and recommended board approval. Trustee Samuels moved, seconded by Trustee Rewasiewicz to approve Policy No. FIN 2025-02, no further discussion, **motion carried, 6/0.**

## **10. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE**

- a. Report on discussion and/or action taken at previous meetings, reports or future agenda items – Trustee McCormack reported that the police patrol hours have decreased slightly since January. Chief Tamez stated at the committee meeting there were several officers scheduled to work but didn't due to illnesses. Chief Tamez will present options for increasing patrol hours at the next committee meeting. No further discussion, **no action.**
- b. Discussion and/or Action as Necessary: Letter to the Village of Eagle and Town of Eagle regarding the reallocation of the current percentages paid by each municipality pursuant to the Intermunicipal Agreement concerning the Kettle Moraine Fire District, Kettle Moraine Fire Board and Kettle Moraine Fire Commission – Trustee McCormack stated that the Protective Services Committee was tasked with preparing a 3-year analysis based on the percentage of usage per municipality compared to the percentage of contribution per municipality towards the fire district per the current agreement. Trustee Schroeder prepared the 3-year comparison. Prior to stating his findings, he read a comment and requested that it be quoted in the minutes – *“As we begin discussions on the financial contributions made by each municipality to the Kettle Moraine Fire District it's important to remember the sole purpose of this 3-year analysis is about the financial contributions. The goal is to ensure our Village's financial contribution is fair and equitable for the residents of the Village of North Prairie. We fully support and are committed to the future of the KMFD.”* Trustee Schroeder presented

the findings of his analysis stating per the Fire District's current agreement, the contribution breakdown is:

Town of Eagle – Contributes 42% of the Fire District's Operating Costs

Village of Eagle – Contributes 21% of the Fire District's Operating Costs

Village of North Prairie – Contributes 37% of the Fire District's Operating Costs

When reviewing the 3-year analysis based on percentage of usage, the numbers reveal an inequity of contribution to usage as follows:

Town of Eagle – 44%

Village of Eagle – 32%

Village of North Prairie – 24%

Trustee Schroeder stated that the Village of North Prairie's financial contribution from the start of the fire district in 2022 to 2025, has increased by 63% and we cannot afford to subsidize other department's financial responsibility.

President Hall stated we want to open this dialog to the other municipalities within the fire district and request a review to re-allocate the percentage of contribution based on the percentage of usage. Per our agreement, the percentage of contribution cannot be changed unless it is a unanimous vote of all the participating municipalities (Town and Village of Eagle and the Village of North Prairie) to revise the agreement. However, we need to help our residents, and this is the first step if we want to make any adjustments for the 2026 budget. This 3-year analysis is the data that we need to move forward with arbitration after the initial 5-year agreement. President Hall thanked Trustee Schroeder and the Protective Services Committee for their time and effort collecting this data. Trustee Schroeder added that the first two months of 2025's usage data is trending as follows - the Town of Eagle at 51%, the Village of Eagle at 27%, and the Village of North Prairie at 22% based on usage. Trustee Rewasiewicz stated this is a great opportunity to begin the open communication process. Trustee Schroeder moved, seconded by Trustee McCormack to open the lines of communication by approving the letter to be sent to the Town of Eagle and the Village of Eagle requesting a re-evaluation of the contribution percentages, no further discussion, **motion carried, 6/0.**

- c. Discussion and/or Action as Necessary: Lease agreement with the Joint Municipal Court – Trustee McCormack stated that the Protective Services Committee has been reviewing the lease agreement and the operating costs of the Joint Municipal Court as it hasn't been updated for several years. The proposed lease encompasses the standard rate of commercial space rental rates of \$55/sq. ft. similar to the fire district, the Village of North Prairie's usage compared to the contribution to the JMC's operating budget is not benefiting our community. The Village of North Prairie's usage of the court system is 8%, the second lowest. President Hall moved, seconded by Trustee Lampe to present the new lease to Judge Powers with the following changes:
- 1.2 – Insert 5848 sq. ft. as the total square footage of space used by the court
  - 1.3 – Exhibit B, shall be listed as Exhibit A
  - 1.11 – Label the village hall diagram as Exhibit A noting the appropriate spaces that are once a month usage

Trustee Samuels asked if the board wanted the square footage listed on the diagram for the community room and the board room, which are used by the court once per month.

President Hall amended her motion to include the changes previously mentioned and to include the square footage on the diagram for the community center and the board room, which are used once per month by the court, second motion amended by Trustee Lampe, no further discussion, **motion carried, 6/0**. President Hall thanked the Protective Services Committee for all their time and efforts to compile this information to develop a new lease agreement.

## 11. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – Trustee Samuels reported that the resident flyer for the recycling grant was mailed out to residents last week. She also mentioned that the ad for accepting bids for the road project on Ferris & Pine was published in The Freeman on March 12<sup>th</sup> and March 19<sup>th</sup>. Trustee Samuels also reported that the proposed contract for the NPAA was scrapped because the committee doesn't want to charge fees for this program. They are working on drafting a new agreement agreeable to all parties. There will be no additional maintenance on the field of the baseball diamond until fall. The blinds for the clerk's office will be installed, not to exceed \$1,500.
- b. Discussion and/or Action as Necessary: The John's Disposal original contract and amendment No. 1 to the original contract – Trustee Samuels presented the original contract along with Amendment #1 for a 5-year contract. Trustee Samuels moved, seconded by Trustee Lampe to approve the addition of Amendment #1 for John's Disposal Garbage/Recycling as presented. Discussion was held regarding the increase in rate and Trustee Samuels stated that our units serviced increased from 787 to 794 in addition to the usual 4% increase per year. No further discussion, **motion carried, 6/0**.
- c. Discussion: Progress update regarding the ATV/UTV signage, application to the state, and Waukesha County – Trustee Samuels told the board that she hasn't received a response from the State of Wisconsin yet regarding travel on Hwy 59. Therefore, ATV/UTV's cannot travel on Hwy 59 until we get approval from the state. The state has very specific sign height requirements etc. The state says that ATV/UTV's can travel on county roads as long as the speed limit is under 35 mph. Waukesha County adamantly disagrees with the state regarding the usage of county roads. The county will be implementing a trial period on ATV/UTV usage on certain county roads. The Town of Eagle agreed to be the trial area. The Town of Eagle has been allowing ATV/UTV's to use county roads for the past two years with no accidents or issues.

President Hall moved, seconded by Trustee Schroeder to open the meeting for public comments, **motion carried, 6/0**.

Resident Kurt Retzlaff asked if residents will be able to drive ATV/UTVs on Hwy E. Trustee Samuels stated, they cannot be on Hwy E at this time. We must wait for the county to conclude its trial/test period and provides their ruling on county roads. Trustee Samuels stated that the boundaries are unclear. It should be up to the Village of North Prairie to approve or disapprove, but the county disagrees. Until we have the county's approval, they cannot travel on Hwy E. Several municipalities are complaining to the county, but the county is not ruling on this until the trial period has been completed.

Trustee Schroeder asked if the State of Wisconsin has our application and if so, when will we hear back from them. Trustee Samuels confirmed they have our application, and I am not sure when we will hear back from the state. Trustee Schroeder asked when the signs would be going up. Trustee Samuels stated next week. Trustee Schroeder asked if we are creating a potential problem regarding Hwy E and Hwy 59. Trustee Samuels stated we have a police department for education and enforcement. They need to be aware and educate the public. She also stated that they did purchase signs saying "ATV/UTV Route Ends" and they will be located in the appropriate locations near Hwy E and Hwy 59.

## **12. PERSONNEL & POLICY COMMITTEE**

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – President Hall stated during the last Personnel and Policy meeting they had a closed session to do an informal 30-day review on the new Administrator/Clerk/Treasurer. Ms. Etten's review went very well. President Hall stated that we are moving forward with the hiring of either an Administrative Assistant or Deputy Clerk position. Future items at the next Personnel & Policy meeting will be the Administrative Assistant or Deputy Clerk position, code codification, core values, mission statement, and committee duties. No further discussion or action.
- b. Discussion and/or Action as Necessary: Rescinding Policy No. FIN 2016-02 regarding Village Expenditures and replacing with Policy No. FIN 2025-01 – President Hall stated now that we have a new Administrator, we needed to rescind the former policy no. FIN 2016-02 and approve a new policy no FIN 2025-01 to include the Administrator's spending limit, remove the committees' spending limits and increase all purchases over \$10K requires board approval. President Hall moved, seconded by Trustee McCormack to rescind Policy No. FIN 2016-02 and replace with Policy No. FIN 2025-01 as written and presented. No further discussion, **motion carries, 5/1.**

## **13. FINANCE & FEE COMMITTEE**

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – Trustee Rewasiewicz stated the committee spoke with the Assessor at our meeting today as we are on year three of being in non-compliance with our current assessment ratio. We need to plan for a reassessment for 2026 otherwise the state could force an assessment of their choosing and cost. The finance committee will review the financial options for the cost of the assessment and present it to the board at a later meeting. No further discussion, no action.
- b. Discussion and/or Action as Necessary: Review and approval monthly bills and payroll – Trustee Rewasiewicz moved, seconded by Trustee Schroeder to approve March monthly payroll and bills in the amount of \$89,666.35, which includes check numbers 19880-19945, the tax liabilities associated with payroll and one voided check number 19893 due to a billing error. No further discussion, **motion carried, 6/0.**

**14. Motion to Adjourn** – Trustee Rewasiewicz moved to adjourn the meeting at 8:04 p.m., seconded by Trustee Samuels, no discussion, **motion carried, 6/0.**

Personnel matters are not an appropriate subject for this forum and should be referred to the Village Office. Any comments which may violate the individual rights of an employee and/or representative of the Village will not be permitted. It is possible that members or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting(s) other than the governmental body specially 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.

Respectfully Submitted by:

Evelyn Etten  
Administrator/Clerk/Treasurer  
March 21, 2025