

VILLAGE OF NORTH PRAIRIE
Village Board Meeting
April 10, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Confirmation of Proper Notice of Meeting
5. Presentation by John Heintz-Taylor of donated tree to the Village in memory of Gary Nickerson.
6. Approval of March 13, 2025 – Village Board Meeting Minutes
7. Reports: Building Inspector, Fire, Police and Public Works Department

8. **PUBLIC COMMENT** – (No official action will be taken under Public Comment)
Note: Comments will be limited to 3 minutes per resident

9. VILLAGE PRESIDENT

- a. Report to Village Board.
- b. Discussion and/or Action: Appointment of Weed Commissioner pursuant to Wisconsin State Statute 66.0517.
- c. Discussion and/or Action: Appointment of Board of Review member due to vacancy.
- d. Discussion and/or Action: Letter to the Village of Eagle and Town of Eagle regarding KMFD agreement and reallocation of percentages.
- e. Discussion and/or Action: Extend Nancy Zastrow's contract through May 31, 2025.
- f. Discussion: Ordinance 02-2021 – Regarding salaries and compensation of the Village Board

10. VILLAGE ADMINISTRATOR/CLERK/TREASURER

- a. Report to the Village Board.
- b. Administrative Assistant or Deputy Clerk hiring update.
- c. Election Update
- d. Discussion and/or Action: Clerk's office hours – Open to the Public
- e. Timeline for submission of agendas
- f. Dave Molitor retirement date

11. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE

- a. Report on discussion and/or action taken at previous meetings, reports or future agenda items.
- b. Discussion and/or Action: Analysis of Police Department.
- c. Discussion and/or Action: Analysis of Kettle Moraine Fire District.

12. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: The dates for food truck and beer garden are 6/26/2025, 7/24/2025 and 8/21/2025 during the Historical Society Music & Motors event. Hours are

from setup around 4:00 pm through tear down appx. 8:30 p.m. Hours of operation will be 4:30 - 8:00 p.m.

- c. Discussion and/or Action: Vennture Brew Co., LLC - Retail Sales Application.
- d. Discussion and/or Action: Review 2024 Annual MS4 Report for annual permit.
- e. Discussion and/or Action: Road Bid Award for Ferris and Pine.

13. PERSONNEL & POLICY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: Village of North Prairie Committees, Boards, and Commissions.
- c. Discussion and/or Action: Policy No. HR 2025-01 – Credit Card Usage.
- d. Discussion and/or Action: Village of North Prairie Mission Statement, Village Statement and Core Values, Resolution 2025-01R.

14. FINANCE & FEE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: 2026 Re-assessment options.
- c. Discussion and/or Action: Review and approval monthly bills and payroll.

15. Motion to Adjourn

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.

Evelyn Etten
Administrator/Clerk/Treasurer
April 8, 2025

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 17th 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 12th and March 19th. 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

Village Clerk

From: Dave Molitor
Sent: Tuesday, April 1, 2025 3:06 PM
To: Village Clerk; Deputy Clerk; Donna Samuels; Deborah Hall; Dave Schroeder; Cheri Lampe; Frank Rewasiewicz; Michael McCormack
Subject: march DPW Report

Clean Village Hall Weekly
Put up weight limit signs and take down
Pick up at county court house voting materials
Finish going thru files at village hall and have un-needed files shredded
Begin straightening up marker post around village
Cold patch bad areas as needed in village
Equipment maintenance 2 zero turns begin on Kubota RTV 900
Replace burnt out fluorescent tubes at village hall
Remove soap dispenser in men's and women's bathrooms and remount

Dave Molitor
North Prairie Public Works
Cell Phone: 262-470-9425
130 N Harrsion Street
North Prairie, WI 53153
dave.molitor@northprairiewi.gov

North Prairie Police Department
Monthly Report
March 2025

	Current Month	YTD*
Calls for Service	38	103
Citations/Charges	22	34

CITATIONS/CHARGES ISSUED

Non-Registration of Vehicle
Operate w/o Valid License
Operating while Suspended
Operate Motor Vehicle w/o Insurance
Speeding in School Zones
Exceeding Speed Zones/Posted Limits
Disorderly Conduct with a Motor Vehicle

HOURS:

CHIEF:	76
ASSISTANT CHIEF	21
PATROL	228
CLERICAL:	127.5

OTHER CALLS

Alarm-Fire
Animal at Large
Assist Business
Assist Citizen
Assist NPPD/EMS
Bar Check
Business Check
Disabled Vehicle
Extra Patrol
Extra Patrol for Speed
Found Property
Fraud
House Check
Monitor School Zone
Ordinance Warning-Verbal
Other Mutual Aid Assists
Suspicious Person/Activity
Verbal Traffic Warning
Trespassing
Well Being Check

SQUAD MILES: & MAINTENANCE

SQUAD 687:
SQUAD 686: 1007

Work Shift Comparison

NORTH PRAIRIE POLICE DEPARTMENT

From 3/1/25 To 3/31/25

Date Run: 4/2/2025

Category: Assist

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Assist Business	1			
Assist Citizen	3	1		
Assist NPPD/EMS	2			
Business Check	1	1		
Extra Patrol	5			
Matter of Record- WSD	5	5	3	
Other Mutual Aid Assists	1			
Assist subtotals:	18	7	3	0

Category: Criminal

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
FRAUD		1		
Trespassing	1			
Criminal subtotals:	1	1	0	0

Category: Municipal

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Disorderly Conduct with a Motor Vehicle	2	3		
Municipal subtotals:	2	3	0	0

Category: Ordinance

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Animal At Large		1		
Ordinance Warning- Verbal		1		
Ordinance subtotals:	0	2	0	0

Category: Service

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Alarm - Fire	1			
Bar Check	1			
Found Items/Property	1			
House Check		1		
Suspicious Person/Activity	2			
Well Being Check	1			
Service subtotals:	6	1	0	0

Category: Traffic

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Disabled Vehicle	1			
Extra Patrol- Speed	1			
Monitor School Zone	3			
Monitoring Speed	2	2		
No Insurance	4			
OAS/OAR/Other License Violations	2			
Registration/Title Violation	1	1		
Speeding Violation	8	2		

Traffic Warning- Verbal	1	1		
<i>Traffic subtotals:</i>	<u>23</u>	<u>6</u>	<u>0</u>	<u>0</u>
	<i>1st Shift</i>	<i>2nd Shift</i>	<i>3rd Shift</i>	
	<i><u>07:00 to 14:59</u></i>	<i><u>15:00 to 22:59</u></i>	<i><u>23:00 to 06:59</u></i>	<i><u>No Time Entered</u></i>
Grand Totals:	50	20	3	0

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Butina
2	3 Sarah Brad	4 Butina Best	5 Ryan	6 Hennlich Butina	7 Kim Matt	8
9 Matt	10 Best Brad	11 Butina Ryan	12 Hennlich Kyle	13 Kim Best	14 Hennlich	15 Hennlich
16	17	18	19 Ryan Kyle	20 Sarah	21 Kim	22 Ryan
23	24 Ryan Kim	25 Hennlich Butina	26 Butina	27 Best Sarah	28	29
30 Brad	31 Kim Brad					



Kettle Moraine Fire District

Station 33 126 E. Main Street, Eagle, WI 53119 (262)-594-3302

Station 35 108 N. Oakridge Drive, North Prairie, WI 53153 (262)-392-2700

Chief's monthly report:

- For the month of March, the district responded to 42 calls.
- As of today, April 7, 2025, we are at 145 total calls for service for the year.
- All apparatus is currently in service, with minor issues being addressed.
- The WCC Radio workshop was held on March 17th.
 - After attending the Radio System update meeting on Monday the 17th, the information given that is pertinent to the department is as follows. The anticipated go live date for phase 2 of the radio system is Jan 1, 2028, so we would need to have everything updated prior to that date to continue to have radio communication as normal. Also, the 2027 budget would need to be adjusted with whatever rates they come up with, to my knowledge they have not come up with any to this point. The reason for the 2028 date is that is when WCC is renewing their contract with Motorola, they do not see the date being pushed out any further than Jan 1, 2028, at this point. (Submitted by DC Koss)
 - They did give a list of unsupported radios, for KMFD that would be the following....
 - Engine 33 Mobile, Utility 33 Mobile, Engine 233 Mobile, Tender 33 Mobile, Ambulance 33 Mobile, Squad 33 Mobile, Ambulance 35 Mobile, Engine 35 Mobile, Truck 35 Mobile, Tender 35 Mobile, Support 35 Mobile, Brush 35 Mobile, Station 35 Base, 15 XTS 2500 Portables, 31 XTS 5000 Portables, 11 APX 6000 Portables, and 1 APX 7000 Portable
 - This is a total count of **Nonfunctional radios** in 2028: **12 Mobile Radios, & 57 Portable Radios**
 - The only Functional radios after the update (1/1/2028) would be **5 Functional APX 6000 portables, 3 Functional APX 8000 portables (triband), 3 Functional APX 7500 Mobile (Dual Band)**
- I have received a notice of resignation from our full-time employee, Katie Hritz. She is leaving the full-time position to pursue a job with ProHealth in Mukwonago but will remain employed as a part-time and paid-on-call employee. Her last day will be April 10th. The command staff have had an opportunity to meet once and are looking into options that will be the best for the communities. One common thing that has come up is the idea of hiring 7 people to work a rotating 24-on, 48-off shift. This would eliminate the nighttime stipend and would provide the communities we serve with guaranteed 24/7 coverage. I understand that this comes with a cost, and I will be doing analysis over the next few weeks to see exactly what this looks like financially. It is my goal to discuss this more at the April fire board meeting.
- Our 4 committees have been established and will start working on their responsibilities in April. The response to volunteering to be a part of these committees was overwhelming, which speaks volumes for our employees. They truly are stakeholders in



Kettle Moraine Fire District

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Station 35 108 N. Oakridge Drive, North Prairie, WI 53153 (262)-392-2700

the success of the Kettle Moraine Fire District. These committees will help to build the strategic plan and map out the future of the district.

- I would like to remind everyone that all 3 communities are receiving the same level of service. The same **trained** firefighters and EMT's respond to the calls for service, in the same apparatus, with the same equipment, in all three communities. The only difference in service is the response times, which are based on the distance from one of the two firehouses. Fire and EMS services are different than many other services in that you don't pay for them based off usage, such as a cleaning service or a lawn care service for example. You pay for trained people to be available should you need to call 911, on what is for many, your worst day. You pay for them to have the tools and equipment available to do the job that needs to be done. We have all heard this before, volunteerism is nearly nonexistent in the fire service anymore. Costs are increasing for everything. As the fire chief, it is my goal to respond to as few incidents as possible, which can be accomplished through education, prevention, inspections, and community risk reduction. Knowing that there will always be incidents however, I want to provide the communities with the best possible service, so that on their worst day, we can hopefully make things a little better.

Below are the calls for service.

Please feel free to contact me with any questions or concerns.

Respectfully submitted,

Dan Nottling
Fire Chief



Kettle Moraine Fire District

Station 33 126 E. Main Street, Eagle, WI 53119 (262)-594-3302

Station 35 108 N. Oakridge Drive, North Prairie, WI 53153 (262)-392-2700


2025

	EMS	Fire	Fire/EMS	TOE	VOE	VONP	MA	Total
January	30	17	1	24	7	6	11	48
February	31	7	4	17	11	8	6	42
March	26	16	0	15	5	13	9	42
April								
May								
June								
July								
August								
September								
October								
November								
December								
	87	40	5	56	23	27	26	132

Call
Total 132

Mutual Aid	26	20%
Town of Eagle	56	42%
Village of Eagle	23	17%
Village of North Prairie	27	20%

Village Clerk

 **From:** Deborah Hall
Sent: Monday, April 7, 2025 6:53 PM
To: Village Clerk
Subject: FW: KMFD new ems price

Hi Evie, this email should be included in the board packet for this month's email please. Thanks.

Deborah Hall
Village President
262-951-0244 (cell)
130 N. Harrison Street
North Prairie WI 53153

From: Steve Wilton <assistantchief@kettlemorainefd.com>
Sent: Wednesday, April 2, 2025 1:38 PM
To: John Davis <lgadavis@mail.com>
Cc: spurrell@eagle-wi.gov; mommaertsc@townofeaglewi.us; Gordie <gnp88@wi.rr.com>; Chuck Wood <chuckwood214@hotmail.com>; Deborah Hall <deborah.hall@northprairiewi.gov>; bjames@eagle-wi.gov; Christine Cliffgard <adminassistant@kettlemorainefd.com>; Daniel Nottling <Chief@kettlemorainefd.com>
Subject: Fw: Kmfd new ems price

 Hi John,
As you requested from the fire board meeting.
Please see the email below from Meghan from our ems billing company.

If you have any questions, please let me know.

Hope everyone has a great rest of your day!

Thank you,

Steve Wilton

Assistant Chief

Kettle Moraine Fire District

414-610-6696



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From: Meghan Bernero <meghan.bernero@emsmc.com>
Sent: Friday, March 28, 2025 1:43:04 PM
To: Steve Wilton <assistantchief@kettlemorainefd.com>
Cc: Sherry Sawka <ssawka@andresmedical.com>
Subject: Re: Kmfd new ems price

AC Wilton,

I can assist with the below. I show new rates effective DOS 2/1/2025.

BLS Resident - \$1,550
BLS Non Resident - \$1,950
ALS Resident - \$1,850
ALS Non Resident - \$2,250
ALS2 Resident - \$2,050
ALS2 Non Resident - \$2,450
TNT Resident - \$275
TNT Non Resident - \$550
Mileage - \$36

Please let me know if you have additional questions!

From: Steve Wilton <assistantchief@kettlemorainefd.com>
Sent: Thursday, March 27, 2025 9:41 PM
To: Sherry Sawka <ssawka@andresmedical.com>
Subject: [EXTERNAL] Kmfd new ems price

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sherry,
Our fire board is asking what the new prices are now and when the effective date.

Thank Sherry!
Appreciate it!

Thank you,

Steve Wilton

Assistant Chief

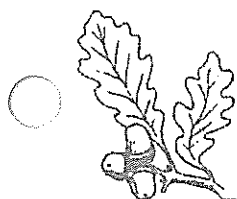
Kettle Moraine Fire District

414-610-6696



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Village of North Prairie

Waukesha County, Wisconsin

130 N. Harrison St.
North Prairie, WI 53153
Phone: (262) 392-2271
Fax: (262) 392-2936
www.northprairie.net

March 14, 2025

VIA EMAIL AND CERTIFIED MAIL

Village of Eagle
Attn: Village Clerk
820 E. Main Street
Eagle, WI 53119
office@eagle-wi.gov

Town of Eagle
Attn: Town Clerk
PO Box 327
Eagle, WI 53119
Email: clerk@townofeaglewi.us

RE Intermunicipal Agreement concerning the Kettle Moraine Fire District
("Agreement")

Dear Clerks:

The Protective Services Committee for the Village of North Prairie has conducted a three (3) year audit of the usage of the Kettle Moraine Fire Department by the Village of North Prairie ("VNP"), the Town of Eagle ("TOE") and the Village of Eagle ("VOE"), which includes years 2022, 2023 and 2024.

Per the audit, the average usage of the KMFD by each municipality during this three (3) year period (which is inclusive of mutual aid calls being evenly split by three) is as follows:

24%	Village of North Prairie
32%	Village of Eagle
44%	Town of Eagle

Pursuant to Article V.I.2.c.(1), the current financial formula for the distribution of costs is as follows ("Financial Formula"):

37%	Village of North Prairie
21%	Village of Eagle
42%	Town of Eagle


The above information reflects quite a discrepancy in the cost of the KMFD to each municipality to the actual usage by each municipality. This places an unfair burden on the taxpayers of North Prairie.

The Village of North Prairie is hereby respectfully requesting a review of the Financial Formula pursuant to Article VI.2.c.(3). In addition, the VNP is requesting the VNP, TOE and VOE begin discussions by May 1, 2025, to adjust the Financial Formula to distribute the cost of the KMFD more equitable between the three municipalities and amend the Agreement appropriately.

Please also forward this letter to your respective attorneys in accordance with Article XII.E of the Agreement.

The Village of North Prairie is and remains committed to the KMFD, its fire professionals and its success. The Village Board of North Prairie looks forward to working with the respective Boards of Village of Eagle and Town of Eagle to reach a resolution that is fair and equitable to each community.

Sincerely,



Deborah A. Hall
Village President

Cc: Village of Eagle President Rich Spurrell
Town of Eagle Chairperson Christine Mommaerts
Village Clerk – North Prairie

ORDINANCE NO. 02-2021

**AN ORDINANCE TO REPEAL ORDINANCE NO. 02-2012
AND CREATE AN ORDINANCE TO GOVERN DISTRIBUTION OF
SALARIES & COMPENSATION OF THE VILLAGE BOARD OF NORTH PRAIRIE**

The Village Board of the Village of North Prairie (the "Board") do ordain that Ordinance No. 02-2012 and all subsequent amendments (if any) to said ordinance are hereby repealed and replaced with this ordinance to read as follows:

SECTION 1: PURPOSE - In order to protect the public trust and demonstrate good fiscal policy, the Board has determined a need to regulate the distribution of Board salaries to reflect meeting attendance and routine and involvement in customary Village business for the elected officials pursuant to Section 66.196 and 61.23, Wisconsin State Statutes.

SECTION 2: SALARIES -The salaries of the Board to be established and adopted this 11th day of February, 2021 are as follows:

- a) Village Trustees - \$2,000.00 per year- an increase of \$500.00.
- b) Village President - \$2,800.00 per year- an increase of \$800.00

SECTION 3: SALARY DISTRIBUTION - The yearly salary pay period for the Trustees and President (collectively, the "Members") shall extend from the 3rd Tuesday of April of one calendar year to the 3rd Monday of April of the subsequent year ("Yearly Term"). The yearly salaries of the Members shall be paid on an annual basis at the completion of each Yearly Term and as approved by the Board at the April Board meeting of each calendar year.

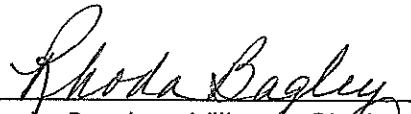
1. ATTENDANCE OF MONTHLY MEETINGS.

- a) One-third (1/3rd) of each Members' per year salary shall be earned on the basis of attendance at the monthly Village Board meetings (collectively "Board Meetings"). A Member shall attend a minimum of eighty percent (80%) of the Board Meetings each year. In the event a Member does not attend a minimum of eighty percent (80%) of the Board Meetings, three and ½ percent (3.5%), shall be deducted from that Member's salary per Board Meeting missed.

VILLAGE OF NORTH PRAIRIE

By: 
Gary K. Nickerson, Village President

ATTEST:

By: 
Rhoda Bagley, Village Clerk

VILLAGE OF NORTH PRAIRIE
Board Report – April 10, 2025
from the Village Administrator/Clerk/Treasurer

April 10, 2025

Deputy Clerk Search:

I held phone interviews with four candidates and interviewed three candidates in person today.

Election Update:

We had 267 absentee voters, 895 on election day, which is 71% of voter turnout. A little over 50% of the voters used the two Xpress-Vote Machines to cast their ballots.

Village Results: Village President

Dan Miresse – 525
Deborah Hall – 508

Village Trustees

Frank Rewasiewicz – 598 Andy Harmann – 487
Dan Miresse – 582 Steven Svec – 211
Donna Samuels – 557

Dan Miresse has accepted the Village President's position and declined the Trustee position. Therefore, there will be one Trustee vacancy, TBD.

Clerk's Office Hours – Current

Open to the Public – Mon. & Fri. – 9 am – 5 pm
Wed. – 9 am – 1 pm
Closed to the Public – Tues. & Thurs. (all day)

Clerk's Office Hours - Proposed

Open to the Public – Tues. & Thurs. – 9 am – 5 pm
Wed. – 9 am – 1 pm
Closed to the Public – Mon. & Fri. (all day)

Designated Meeting Schedules:

Meeting Title	Meeting Date	Meeting Time
Plan Commission	The TUESDAY prior to the Board meeting	6:30 p.m.
Fee & Finance	2 nd THURSDAY of each month	5:30 p.m.
Board Meeting	2 nd THURSDAY of each month	6:30 p.m.
Personnel & Policy	3 rd TUESDAY of each month	8:30 a.m.
PW, Buildings & Grounds	3 rd WEDNESDAY of each month	4:00 p.m.
Protective Services	Last WEDNESDAY of each month	4:00 p.m.

Please email agendas and any supporting documentation to the Administrator/Clerk/Treasurer the FRIDAY PRIOR to your scheduled meeting and no later than three days before the scheduled meeting times to ensure time for editing and proper notice and publication of said meeting.

Personnel Update: Dave Molitor has submitted his retirement date effective as of September 19, 2025

Administrator/Clerk/Treasurer's Calendar:

- Election Wrap-Up
- 2024 Audit
- Update the employee handbook and policies
- Update job descriptions for board review and adoption
- RFP for rewrite of Zoning Code for 2026 budget planning purposes
- RFP for Comprehensive Plan for 2026 budget planning purposes
- **Date Set for Open Book – July 7, 2025**
- **Date Set for Board of Review – July 22, 2025**

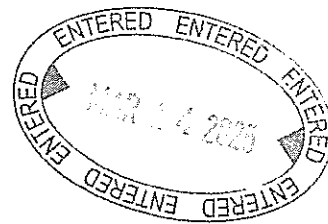
Respectfully submitted,
Lvelyn Etten
Administrator/Clerk/Treasurer

David L. Molitor

313 N Arlington Ave

North Prairie WI. 53153

262-470-9425



My official plan for retirement is Friday, September 19th, 2025, I will try and make myself available to answer questions if needed. However, I am moving forward with another job and won't always be available on demand. Thanks for 22 years, which for the most part has been an enjoyable experience.

A handwritten signature in black ink, appearing to read "D. Molitor".

David L Molitor

Village Clerk

From: Nick Laird <nlaird@apraz.com>
Sent: Thursday, April 3, 2025 2:10 PM
To: Deputy Clerk
Cc: Susan Dax; Village Clerk
Subject: Re: North Prairie Open Book and Board of Review

Follow Up Flag: Follow up
Flag Status: Completed

All set! Thank you, Nancy.

From: Deputy Clerk <deputyclerk@northprairiewi.gov>
Sent: Wednesday, April 2, 2025 1:05 PM
To: Nick Laird <nlaird@apraz.com>
Cc: Susan Dax <sdax@apraz.com>; Village Clerk <clerk@northprairiewi.gov>
Subject: RE: North Prairie Open Book and Board of Review

Nick;

The Village of North Prairie will do Open Book on Monday July 7th and Board of Review on Tuesday, July 22. The board can meet to adjourn at their May 8th Village board meeting so we will meet the deadlines as per statute.

Thank you,

Nancy

From: Nick Laird <nlaird@apraz.com>
Sent: Tuesday, April 1, 2025 1:40 PM
To: Deputy Clerk <deputyclerk@northprairiewi.gov>
Cc: Susan Dax <sdax@apraz.com>
Subject: North Prairie Open Book and Board of Review

Hi Nancy,

Is it possible to meet and adjourn to a later date outside the statutory 45-day period?

This request is due to an increased workload during the 2025 assessment cycle, requiring additional time for fieldwork and office review. Additionally, our office has transitioned from Market Drive to a new CAMA system, which, while beneficial, has required significant time for training and implementation.

Below are the proposed dates,

Option 1:

- **Open Book:** Monday, July 7th, 12:00 PM – 2:00 PM (Phone Appointments Completed)
- **Board of Review:** Tuesday, July 22, 6:00 PM – 8:00 PM (Village Hall)
- Notices sent in Mail June 20th

Option 2:

- **Open Book:** Monday July 14th, 12:00 PM – 2:00 PM (Phone Appointments Completed)
- **Board of Review:** Tuesday, July 29th , 6:00 PM – 8:00 PM (Village Hall)
- Notices sent June 27th

Please feel free to call me at 920-224-8812 with any questions or to discuss further.

Sincerely,
Nick

Form

AB-105**Producer Full-Service Retail Sales Application**

Date

Part A: Producer Information

1. Business Legal Name (individual name if sole proprietor) Vennture Brew Co., LLC		
2. Business Name or DBA Vennture Brew Co.	3. Agent Name Simon McConico	
4. FEIN 81-2988636	5. Wisconsin Seller's Permit Number 456-1029552808-02	
6. Wisconsin Producer Permit Number 309-129552808-07	7. Producer Type <input checked="" type="checkbox"/> Brewery <input type="checkbox"/> Winery <input type="checkbox"/> Liquor Manufacturer/Rectifier	
8. Contact Person's First Name Simon	9. Last Name McConico	10. M.I. E
11. Contact Person's Phone (414) 306-1422		12. Contact Person's Email simon@vennturebrewco.com

Part B: Production Quantity

Note: Check appropriate quantity for permit held (see instructions). If you hold more than one producer permit, check the total aggregate quantity produced for each type of permit. Enter the highest quantity produced in any of the last three calendar years.

Brewery	Manufacturer/Rectifier	Winery
<input type="checkbox"/> Less than 250 barrels	<input type="checkbox"/> Less than 1,500 liters	<input type="checkbox"/> Less than 1,000 gallons
<input checked="" type="checkbox"/> 250 - 2,499 barrels	<input type="checkbox"/> 1,500 - 4,999 liters	<input type="checkbox"/> 1,000 - 4,999 gallons
<input type="checkbox"/> 2,500 - 7,499 barrels	<input type="checkbox"/> 5,000 - 34,999 liters	<input type="checkbox"/> 5,000 - 24,999 gallons
<input type="checkbox"/> 7,500 or more barrels	<input type="checkbox"/> 35,000 or more liters	<input type="checkbox"/> 25,000 or more gallons
Calendar year: 2024	Calendar year:	Calendar year:
Quantity: 295	Quantity:	Quantity:

Complete only ONE of Part C, D or E.

Part C: Request for Full-Service Retail Sales at the Production Premises

1. Start Date	2. Production Premises Address		
3. City	4. State	5. Zip Code	
6. County	7. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		

Part D: Request for Fixed Full-Service Retail Outlet

1. Are you transferring one fixed full-service retail outlet to a new location? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete boxes 2 through 9.			
2. Current Outlet Name			
3. Current Outlet Premises Address			
4. City	5. State	6. Zip Code	
7. County	8. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		9. Premises Phone Number

Continued →

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)**New Fixed Retail Outlet Information (complete boxes 10 through 23)**

10. Start Date

11. New Outlet Name

12. New Outlet Premises Address

13. City

14. State

15. Zip Code

16. County

17. Governing Municipality ☐ City ☐ Town ☐ Village
of: _____

18. Premises Phone Number

19. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

20. Will you operate a restaurant on the premises? ☐ Yes ☐ No21. What alcohol beverages will be offered for sale? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)22. What alcohol beverages does the permittee produce? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)23. How will customers be served? (check all that apply) ... ☐ Samples ☐ On-premises consumption ☐ Off-premises consumption**Part E: Request for Unlimited Transfer Full-Service Retail Outlet**

1. Name of Event (if applicable)

North Prairie Classic Car/Music Night

2. Dates of Operation (attach a schedule, if necessary)

6/26, 7/24, 8/21

3. Hours of Operation

set up 3:30pm tear down 8:30pm

4. Premises Address

Industrial Rd

5. City

North Prairie

6. State

WI

7. Zip Code

53153

8. County

Waukesha County

9. Governing Municipality ☐ City ☐ Town ☒ Village
of: North Prairie

10. Organizer of Event (if not the named applicant)

Donna Samuels

11. Email and/or Phone Number for Organizer of Event

donna.samuels@northprairiewi.gov 2623370701

12. Organizer Website

<https://www.northprairie.net/>

13. Event Website

NA

14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

There will be a 10x10 tent set up in the park with a table and Jockey Box to dispense beer. The tent will be in the event area designated by the coordinator.

15. On-Site Contact (Last Name, First Name)

McConico, Simon

16. On-Site Contact Phone

(414) 306-1422

17. On-Site Contact Email

simon@vennturebrewco.com

18. Will you operate a restaurant on the premises? ☐ Yes ☒ No19. What alcohol beverages will be offered for sale? (check all that apply) ☒ Beer ☒ Wine ☐ Intoxicating Liquor (other than wine)20. What alcohol beverages does the permittee produce? (check all that apply) ☒ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)21. How will customers be served? (check all that apply) ... ☐ Samples ☒ On-premises consumption ☒ Off-premises consumption

Part F: Attestation

Who must sign this application?

- sole proprietor • general partner of a partnership • corporate officer • member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will not operate this location outside of the dates and times approved by the municipality and Division of Alcohol Beverages.
- I will operate this location according to municipal ordinance and restrictions imposed as a condition of receiving this authorization.
- I will purchase alcohol beverages I do not produce from an authorized source, such as a Wisconsin-permitted wholesaler.
- I will operate this location according to Wisconsin law and administrative regulation including but not limited to: underage restrictions, closing hours, licensed operators, and record keeping requirements.

Further, under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the authorization. Further, I agree that the rights and responsibilities conferred by the authorization, if granted, will not be assigned to another individual or entity. I understand that lack of access to any portion of a premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this authorization. I understand that any authorization issued contrary to Wis. Stats. Chapter 125 shall be void under penalty of Wisconsin law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Simon McConico</i>		Date 03/21/2025	
Last Name McConico		First Name Simon	M.I. E
Title Co-Owner	Email simon@vennturebrewco.com	Phone (414) 306-1422	

Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)1. Will the municipality limit the scope of alcohol beverages offered for sale? ☐ Yes ☐ No2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? ☐ Yes ☐ No

3. Describe municipal restrictions indicated in questions 1 or 2 above.

4. Last Name of Municipal Official	5. First Name	6. M.I.
7. Signature of Municipal Official		8. Date
9. Date Application was Filed with Clerk	10. Date Full-Service Retail Outlet Approved by Governing Body	

Form AB-105 Instructions

Producer Full-Service Retail Sales Application

Who may apply for full-service retail sales?

Producer permittees may apply for full-service retail sales on or off the production premises. Producer permittees include brewers, rectifiers, manufacturers, and wineries.

Who qualifies for full-service retail sales?

- A brewery that manufactures a minimum of 250 barrels of fermented malt beverages.
- A manufacturer/rectifier that produces a minimum of 1,500 liters of intoxicating liquor.
- A winery that produces a minimum of 1,000 gallons of wine.

What are full-service retail sales?

Permittees that are granted full-service retail sales privileges may:

- Sell fermented malt beverages and intoxicating liquor at retail for on- or off-premises consumption at their production premises and at one or more off-site full-service retail outlets.
- Provide taste samples of fermented malt beverages and intoxicating liquor.

What are full-service retail outlets?

Full-service retail outlets are authorized locations for full-service retail sales at places other than the permittee's production premises.

What is the difference between a fixed and unlimited transfer full-service retail outlet?

Fixed full-service retail outlets may be transferred from one location to another once per year. Unlimited transfer full-service retail outlets may be transferred an unlimited number of times in a year. Only one of a producer's full-service retail outlets may be transferred without limitation on frequency.

How many full-service retail outlets may I have?

The number of full-service retail outlets a producer qualifies for is determined by alcohol beverage production volume. Producers may have a maximum of three full-service outlets, regardless of the number or type of producer permits they hold.

Who approves full-service retail sales?

Full-service retail sales on the production premises need only be approved by the Division of Alcohol Beverages. Municipalities do not issue licenses for full-service retail sales outlets; however, municipalities must approve of the outlets. The applicant must forward the municipal approval to the Division of Alcohol Beverages for final granting of the authority for sales to commence on the premises.

Can a municipality limit authorized sales at a full-service retail outlet?

Yes, a municipality can limit authorized sales at a full-service retail outlet. Municipalities may limit the scope of alcohol beverages offered for sale by the permittee. Municipal approval of a full-service retail outlet must be based on the same standards and criteria, established by ordinance, for the evaluation and approval of retail licenses. A municipality may not impose any requirement or restriction in connection with the approval that the municipality does not impose on retail licensees.

How do I fill out Form AB-105 and begin the application process?

Authorizations requested on Form AB-105 must be applied for only one premises in one municipality at a time. To request multiple authorizations, submit a separate Form AB-105 for each location/premises.

Parts A, B, and F: Applicants must complete Parts A, B, and F.

Parts C, D, and E: Complete only one Part. Form AB-105 must be used to request only one authorization at a time.

Example: A producer applicant requesting full-service retail sales authorization on the production premises should complete Parts A, B, C, and F.

Example: A producer applicant requesting a fixed full-service retail outlet should complete Parts A, B, D, and F.

Example: A producer applicant requesting an unlimited transfer full-service retail outlet should complete Parts A, B, E, and F. Producer applicants requesting authorization in Part E must complete one Form AB-105 for each premises. Applicants may use the same Form AB-105 to request authorization for multiple dates and times occurring on the same premises.

Municipal approval is required for authorizations requested in Parts D and E. If a producer is applying for authorization in either of these sections, the completed application must first be submitted to the governing municipality.

After the municipality has granted approval by completing Part G, the applicant should submit AB-105 to the Division of Alcohol Beverages for final approval. If the applicant is only requesting authorization in Part C, the application does not require municipal approval and may be submitted directly to the Division of Alcohol Beverages.

Specific Instructions:

Part A: Producer Information

- Box 1: Enter the legal business name.
- Box 2: Enter the trade name or "doing business as" name, if different than the name in box 1.
- Box 3: Enter the name of the approved agent appointed for your producer permit.
- Box 4: Enter Federal Employer Identification Number (FEIN).
- Box 5: Enter Wisconsin seller's permit number.
- Box 6: Enter the 15-digit Wisconsin Tax Account Number of the permit that these authorizations should be associated with.
- Box 7: Check the corresponding producer permit type.
- Box 8-10: Enter contact person's name.
- Box 11: Enter contact person's phone number.
- Box 12: Enter contact person's email address.

Part B: Production Quantity

- Check the highest cumulative total of alcohol beverages produced in any one of the three preceding calendar years for each specific permit type held.
 - Do not include alcohol beverages produced under a contract production agreement.
- Enter the calendar year in which the highest cumulative total of alcohol beverages produced was met.
- Enter the exact quantity of alcohol beverages produced.
- If an applicant holds more than one type of permit or multiple permits of the same type, the aggregate number of full-service retail outlets that may be established is the maximum number authorized under their permit type, but not exceeding three full-service retail outlets.
 - Under these circumstances, each authorized full-service retail outlet shall serve as the full-service retail outlet associated with each applicable permit, regardless of whether permittee would otherwise be entitled to fewer full-service retail outlets when calculated under their other permit(s).

Part C: Request for Full-Service Retail Sales at the Production Premises

- Authorization under this portion does not require municipal approval. If the applicant is not seeking other retail authorizations on this form, it can be submitted directly to the Division of Alcohol Beverages.
- Box 1: Enter the date that you would like to begin full-service retail sales.
- Box 2-5: List the premises address for the permit identified in Part A, boxes 5 and 6.
- Box 6: Name the county where the production premises is located.
- Box 7: Name the governing municipality where the production premises is located.

Part D: Request for Fixed Full-Service Retail Outlet

- Authorization under this section must be approved by the municipality in which the retail outlet is located prior to submitting to the Division of Alcohol Beverages for final approval.
- Box 1: Check yes if you are applying to transfer a fixed full-service outlet from one location to another. Fixed Full-Service Retail Outlets may be transferred from place-to-place once per year with approval of the municipality that governs the new location.
- Boxes 2-9: Complete these boxes if you checked yes in box 1 to describe the current premises you are applying to transfer.

- Box 10: Enter the date that you would like to open the full-service retail outlet for business.
- Boxes 11-18: Complete these boxes to describe the location of your new premises.
- Box 19: Describe the premises in detail. Include outdoor spaces if the municipality allows it. Attach a floor plan if possible.

Example: The premises is located at 1234 Main St., Realtown, WI 12345 and includes only the first-floor bar room, dining room, kitchen, north storage room, and south office of the 5,000-square-foot building.

- Box 20: Producers may operate a restaurant on the premises of a full-service retail outlet with municipal and division approval.
- Box 21: Check all types of alcohol beverages that will be offered for sale at the full-service retail outlet, including beverages made by the producer or producer group.
- Box 22: Check all the alcohol beverages that are made by the producer under all their permits.
- Box 23: Check all types of service that apply to this full-service retail outlet.
 - Samples mean 3 oz. of beer, 3 oz. of wine, or 0.5 oz. of liquor provided free of charge to an individual.
 - On-premises consumption means alcohol beverages served by the glass to be consumed by the customer at the premises identified in Box 18.
 - Off-premises consumption means alcohol beverages sold in original, unopened containers for customers to consume away from the premises identified in Box 18.

Part E: Request for Unlimited Transfer Full-Service Retail Outlet

- Authorizations under Part E must be for dates of operation where the unlimited transfer location will be located at the same premises in the same municipality. You must use a new Form AB-105 to request authorization for each separate premises, regardless of whether the separate premises are in the same municipality.
- Box 1: If you are requesting authorization to initiate or move your unlimited transfer outlet to a specific event like a farmer's market, festival, or other community event, name it here.
- Box 2: List the requested dates of operation. Attach a schedule or calendar of events, if necessary.
- Box 3: List the requested hours of operation. If no hours are listed, the approving municipality and the Division will assume you are seeking authorization to operate during all hours allowed under Chapter 125, Wis. Stats.
- Box 4-9: Identify the premises address.
- Box 10-13: If you are requesting authorization to move your unlimited transfer outlet to a specific event, provide contact information for the event organizer, if not the named applicant.
- Box 14: Describe the premises in detail. Include outdoor spaces if the municipality allows it. Attach a floor plan if possible.

Example: The premises is located at 1234 Main St., Realtown, WI, 12345, and includes only the first-floor bar room, dining room, kitchen, north storage room, and south office of the 5,000 square foot building.

Example: The premises is the 1,000-square-foot tent within the southwest corner of the parking lot located at XYZ Church at 3456 Main St., Realtown, WI, 12345. All sales and storage of alcohol beverages and records will occur within the 1,000-square-foot tent in the southwest corner of the parking lot.

Example: The premises is located at PDQ Park (7890 Main St., Realtown, WI, 12345). A 5,000-square-foot tent will be constructed in the northeast corner of the park bordering the tree line and northern fence. All alcohol beverage sales and consumption will occur at this tent. Premises includes the adjacent north park office and the space between the tent and the office. Alcohol beverages and records will be securely stored in the north park office for the duration of the event.

- Box 15-17: Provide the name and contact information for a person who will be in control of the premises for the duration of the requested time.
- Box 18: Producers may operate a restaurant on the premises of a full-service retail outlet with municipal and Division of Alcohol Beverages approval.
- Box 19: Check all types of alcohol beverages that will be offered for sale at the full-service retail outlet, including beverages made by the producer under all their permits.
- Box 20: Check all the alcohol beverages that are made by the producer under all their permits.
- Box 21: Check all the types of service that apply to this full-service retail outlet.
 - Samples mean 3 oz. of beer, 3 oz. of wine, or 0.5 oz. of liquor provided free of charge to an individual.
 - On-premises consumption means alcohol beverages served by the glass to be consumed by the customer at the premises identified in Box 14.

- Off-premises consumption means alcohol beverages sold in original, unopened containers for customers to consume away from the premises identified in Box 14.

Part F: Attestation

- Read the attestation carefully, then sign and date.

Part G: For Municipal Use Only

- Box 1: Check yes or no to indicate if the municipality will limit the scope of alcohol beverages offered for sale at this full-service retail outlet.
- Box 2: Check yes or no to indicate if the municipality will impose other requirements or restrictions on the full-service retail outlet.
- Box 3: Describe any limitations the municipality has placed on the full-service retail outlet as indicated in questions 1 or 2. Some limitations may be: parking, zoning, or noise ordinance restrictions; not allowing sales of alcohol beverages for off-premises consumption.
- Box 4-10: The municipal official completing this part should fill in the information requested.

Completion and Submission of Form AB-105

- The producer applicant should complete Parts A, B, and F completely, and either Part C, D, or E, depending on the type of authorization requested.
- If requesting only a Part C authorization, the application can be submitted directly to the Division of Alcohol Beverages. No municipal approval is required for Part C authorizations.
- If requesting a Part D or E authorization, provide the application to the municipality where the proposed full-service retail outlet will be located.
 - The municipality should complete Part G and return it to the producer applicant.
 - The producer applicant should provide the completed AB-105 to the Division of Alcohol Beverages for final approval.
- Sales of alcohol beverages at full-service retail outlets may not commence until the Division of Alcohol Beverages has provided final approval by way of issuing a printed authorization to the applicant to be posted at the retail premises identified in this application.

After Form AB-105 is completed by the producer and approved by the municipality in Part G, submit the form to the Division of Alcohol Beverages for final approval in one of two ways:

- Email: DORAlcoholPermits@wisconsin.gov
- Mail the form to the following address:
 Wisconsin Department of Revenue
 Division of Alcohol Beverages
 P.O. Box 8934
 Madison, WI 53708-8934

Assistance

This form is designed by the Department of Revenue. If you require assistance with this form, consider reaching out to the Division of Alcohol Beverages for assistance with submission of this application and associated forms.

If you have questions about alcohol beverage laws and regulations, you may contact the Division of Alcohol Beverages using the contact information below.

Website: [DOR Alcohol Beverage \(wi.gov\)](http://DORAlcoholBeverage.wi.gov)

Write: DORAlcohol@wisconsin.gov

Call: (608) 266-2526

[illegible]

Reporting Information :

Project Name: 2024 Annual Report

County: Waukesha

Municipality: North Prairie, Village

Permit Number: S050075

Facility Number: 31283

Reporting Year: 2024

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

-

- TMDL Attachment
- Storm Water Consortium/Group Report
- Municipal Cooperation Attachment
- Other Annual Report Attachment

• Attach the following permit compliance documents as appropriate using the attachments tab above

- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
- Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)

• Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: North Prairie, Village

Facility ID # or (FIN): 31283

Updated Information: ☐ Check to update mailing address information

Mailing Address: 130 North Harrison Street

Mailing Address 2:

City: North Prairie, Village

State: WI

Zip Code: 53153 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Dave

Last Name: Molitor

☐ Select to **update** current contact information

Title: DPW Director

Mailing Address: 130 North Harrison Street

Mailing Address 2:

City: North Prairie

State: WI

Zip Code: 53153 xxxxx or xxxxx-xxxx

Phone Number: 262-470-9425 **Ext:** xxx-xxx-xxxx

Email: dave.molitor@northprairiewi.gov

Additional Contacts Information (Optional)

☐ I&E Program

Individual with responsibility for:
(Check all that apply)

- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☒ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Evelyn

Last Name:

Etten

Title:

Administrator/Clerk/Treasurer

Mailing Address:

130 N. Harrison St.

Mailing Address 2:

City:

North Prairie

State:

WI

Zip Code:

53153

XXXXX or XXXXX-XXXX

Phone Number:

262-392-2271

Ext:

XXX-XXX-XXXX

Email:

clerk@northprairiewi.gov

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name:

Dave

Last Name:

Molitor

☒ Select to **update** current contact information

Title:

Evelyn Etten

Mailing Address:

130 North Harrison Street

Mailing Address 2:

City:

North Prairie

State:

WI

Zip Code:

53153

XXXXX or XXXXX-XXXX

Phone Number:

262-570-9425

Ext:

XXX-XXX-XXXX

Email:

clerk@northprairiewi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☐ Public Education and Outreach Waukesha County SW Group

☒ Public Involvement and Participation Waukesha County SW Group

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes ☐ No
- b. How many total educational events were held during the reporting year: 66
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ☒ Yes ☐ No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps)	<input type="checkbox"/> Passive print media (brochures at front desk, posters, etc.)
<input checked="" type="checkbox"/> Information booth at event	<input type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email.
<input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.)	<input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.)
<input type="checkbox"/> Government event (public hearing, council meeting)	<input type="checkbox"/> Social media posts
<input checked="" type="checkbox"/> Workshops	<input checked="" type="checkbox"/> Signage
<input type="checkbox"/> Tours	<input checked="" type="checkbox"/> Website
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> Public Employees
<input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input checked="" type="checkbox"/> Residents
<input checked="" type="checkbox"/> Stream and shoreline management	<input type="checkbox"/> Businesses
<input checked="" type="checkbox"/> Residential infiltration	<input checked="" type="checkbox"/> Contractors
<input checked="" type="checkbox"/> Construction sites and post-construction storm water management	<input checked="" type="checkbox"/> Developers
<input checked="" type="checkbox"/> Pollution prevention	<input type="checkbox"/> Industries
<input checked="" type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> Public Officials
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

- e. Will additional information/summary of these education events be attached to the annual report?
☒ Yes ☐ No

10, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

In addition to the group education provided by Waukesha County, North Prairie was implementing an outreach plan specific for our community.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>11-50</u>	<input type="radio"/> Yes <input type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>101 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response 250 characters and/or attach supplemental information on the attachments page.*

Adopt-A-Drain has grown to 253 volunteers who have reported nearly 3,500 pounds of material removed from local storm drains. In addition, there were over 50 people who participated in Citizen Stream Monitoring at 29 sites around the County.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- | | |
|---|---|
| a. How many total outfalls does the municipality have? | 7 |
| b. How many major outfalls does the municipality have? | 7 |
| c. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | 7 |
| d. From the municipality's routine screening, how many were confirmed illicit discharges? | 0 |
| e. How many illicit discharge complaints did the municipality receive? | 0 |
| f. From the complaints received, how many were confirmed illicit discharges? | 0 |
| g. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? | 0 |

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- h. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

☒ Verbal Warning

0

☐ Written Warning (including email)

☐ Notice of Violation

☐ Civil Penalty/ Citation

Additional Information:

- i. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- ☐ a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 2
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 1
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 2
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- | | |
|---|---|
| <input checked="" type="checkbox"/> Verbal Warning | 0 |
| <input checked="" type="checkbox"/> Written Warning (including email) | 0 |
| <input checked="" type="checkbox"/> Notice of Violation | 0 |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | 0 |
| <input checked="" type="checkbox"/> Stop Work Order | 0 |
| <input type="checkbox"/> Forfeiture of Deposit | |
| <input type="radio"/> Other - Describe below | |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
- See attached construction site inspection information from Waukesha County.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 0
- *Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm ☒ Yes ☐ No

water facilities?

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year? Inspections completed by private landowners should be included in the reported number. 8

- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No
- e. Does MS4 have maintenance authority on these privately owned BMPs? ☒ Yes ☐ No

- f. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

☐ Verbal Warning

☐ Written Warning (including email)

☐ Notice of Violation

☐ Civil Penalty/ Citation

☐ Forfeiture of Deposit

☐ Complete Maintenance

☐ Bill Responsible Party

☒ Other - Describe below

0

See comment below

- g. Brief explanation on Post-Construction Storm Water Management reporting. If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.

The Village has adopted Waukesha County's post-construction storm water management ordinance.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i.e., privately owned BMPs) structural storm water management best management practices. 12

- b. How many new municipally owned storm water management best management practices were installed in the reporting year? 0
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 2
- d. What elements are looked at during inspections (250 character limit)?
Overflow weir, vegetation, outlet structure, etc.
- e. How many of these facilities required maintenance? 0
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
Annual maintenance performed at BMPs (mowing grass, etc.)

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* ☐ Not Applicable

- g. How many municipal properties require a SWPPP? 1
- h. How many inspections of municipal properties have been conducted in the reporting year? 1
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
Program developed and submitted to DNR in 2024.
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
2024 inspection form attached.

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - Street Sweeping Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
☒ Yes ☐ No
- m. If known, how many tons of material was removed? 2
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Once in Spring. Once in Fall. Completed by County.
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No
- q. How many catch basin sumps were cleaned in the reporting year? 0
- r. If known, how many tons of material was collected? 0
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☒ Yes- Explain frequency Once per year. Completed by County.
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Leaf Collection Program* ☒ Not Applicable

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a two-way road equals two lane miles.) 16

Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	3	28	37	25	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
None						

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No

Training Date	Training Name	# Attendance
1/22/2024	Salt Wise	1

- ae. Brief explanation on Winter Road Management reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page
- Dave Molitor has SaltWise Certificate through 2027. Salt Wise webinars included four webinars from Jan 22nd - 26th.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training ☒ Yes ☐ No

or education to staff implementing the municipality's procedures for each of the pollution prevention program element ?

If yes, describe what training was provided (250 character limit):

One attendee at the Waukesha County Storm Water Workshop on April 3rd and 4th, 2024.

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Waukesha County Public Information and Education Program; Village Board Meetings

Municipal Officials

Waukesha County Public Information and Education Program; Village Board Meetings

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Waukesha County Public Information and Education Program

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☐ Yes ☒ No

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☐ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

1050	600	800	<u>General revenue fund</u>
------	-----	-----	-----------------------------

Element: Public Involvement and Participation

150	50	150	<u>General revenue fund</u>
-----	----	-----	-----------------------------

Element: Illicit Discharge Detection and Elimination

300	150	250	<u>General revenue fund</u>
-----	-----	-----	-----------------------------

Element: Construction Site Pollutant Control

0	0	0	<u>Other</u>
---	---	---	--------------

Element: Post-Construction Storm Water Management

500	300	400	<u>General revenue fund</u>
-----	-----	-----	-----------------------------

Element: Pollution Prevention

5002	3400	4400	<u>General revenue fund</u>
------	------	------	-----------------------------

Other (describe)

Select...

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Construction Program administered by County. Village spent \$7001.94 in 2024. 2025 budget is \$6000.00.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

AR EO

 File Attachment


[2024-ledger-of-activities-ms4 \(1\).xlsx](#)

AR MuniSWPPP

 File Attachment

[2024 North Prairie SWPPP Inspection \(3\).pdf](#)

AR CSPC

 File Attachment

[village-of-north-prairie-2024.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Form 3400-224(R8/2021)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under North Prairie, Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

Storm Water Pollution Prevention Plan (SWPPP) Inspection Form for Municipal Facilities 1.0

Project SWPPP
 ID 487911
 Survey Date 10/02/2024
 User General Seat
 Site Village of North Prairie Department of Public Works
 Location 108 N Oakridge Drive
 Inspector/Title Mark Bruns
 Last Inspection (Date) Unknown

Storm Water Pollution Prevention Plan

Has a storm water pollution prevention plan been developed for this site? No

Vehicle Maintenance, Washing and Fueling

1 - Vehicle maintenance area drains to sanitary sewer system

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Floor drains are not present. Village is currently exploring interior drain options.

Photos



2 - Vehicle maintenance area has oil-grease separator in floor drains

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

3 - Floor drains are clean

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

4 - Vehicle washing completed inside building

Inspected? Yes

Activity/ Practice Adequate? No

Corrective Action Needed & Notes Village is exploring interior drain options; wash indoors when drains are available. Washing currently occurs outdoors. Keep concrete swale clear of debris.

Photos



5 - Vehicle washing drains to sanitary system

Inspected? Yes

Activity/ Practice Adequate? No

Corrective Action Needed & Notes Vehicle washing drains to a gutter that discharges to the swale in front of the building.

Photos



6 - Vehicle fueling center has canopy-cover

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Fueling station is not present onsite.

Photos None

7 - Vehicle fueling center has clearly labeled spill kit nearby

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

8 - Vehicle fueling center has oil-grease separators in nearby storm drains

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

Hazardous Waste Management

1 - Hazardous materials and containers are stored indoors

Inspected? Yes

Activity/ Practice Adequate? Yes

Corrective Action Needed & Notes

Photos



2 - Containers of hazardous materials are in good condition

Inspected?

Yes

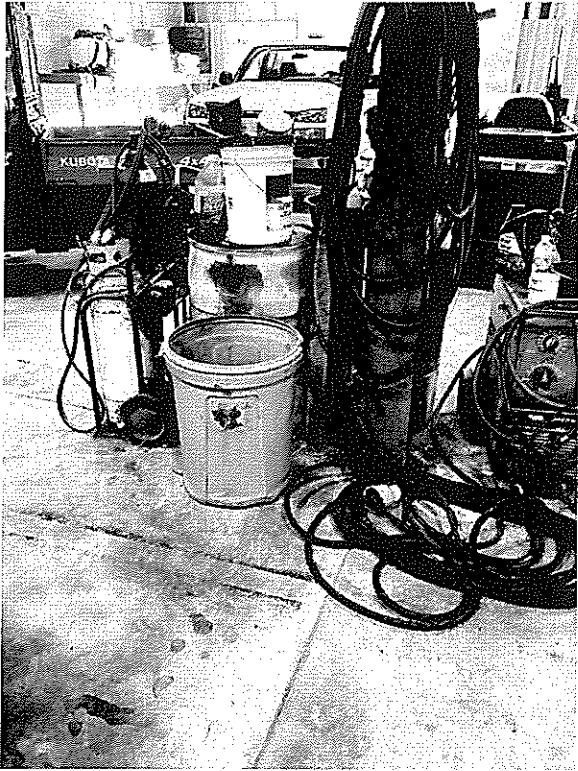
Activity/ Practice Adequate?

No

Corrective Action Needed & Notes

Containers appear to be in good condition. Install a spills containment device under containers.

Photos



Waste Management

1 - Dumpsters are covered

Inspected? Yes

Activity/ Practice Adequate? Yes

Corrective Action Needed &
Notes

Photos



2 - Full dumpsters are hauled out on a regular basis

Inspected? Yes

Activity/ Practice Adequate? Yes

Corrective Action Needed & Notes

Photos None

3 - Piles of miscellaneous debris are sorted and disposed of on a regular basis

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Piles are not kept on site.

Photos None

4 - Street sweepings are covered

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Street sweeping is performed by the county. Sweepings are not kept onsite.

Photos None

5 - Street sweepings are stored in containers or have barriers or perimeter controls to minimize runoff impacts

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

Material Storage

1 - Runoff from erodible material is contained on low side by barriers, bays or other perimeter controls

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Erodible materials or bulk storage are not kept onsite.

Photos None

2 - Erodible material piles are stabilized-vegetated

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Erodible materials are not kept onsite.

Photos None

3 - Materials stored under cover-inside buildings

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

4 - Area near salt shed is clear of excess-spilled-tracked salt

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Salt shed is not present. Bagged salt that is used for sidewalks and small areas is kept inside.

Photos



5 - Excess-spilled-tracked salt is swept up and added to bulk salt pile

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

6 - Underground runoff containment is emptied on a regular basis

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Feature is not present.

Photos None

7 - Appliances are adequately stored

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Appliances are not kept onsite.

Photos None

Runoff Controls

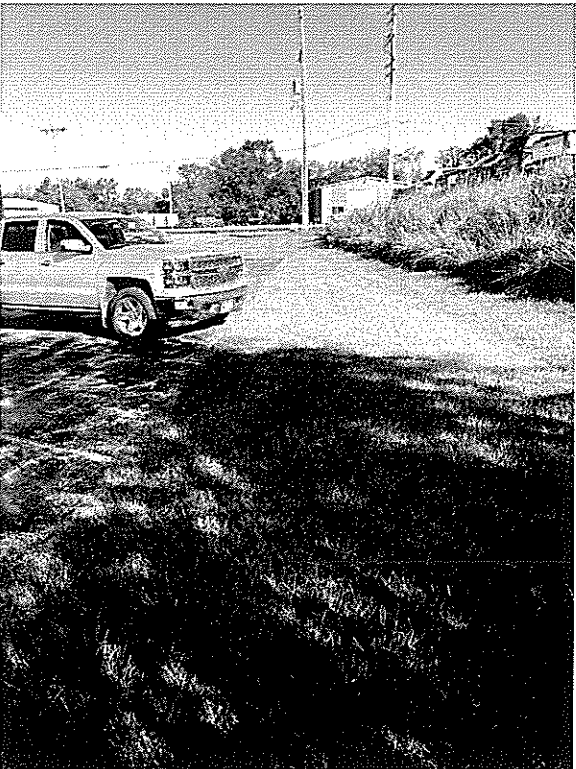
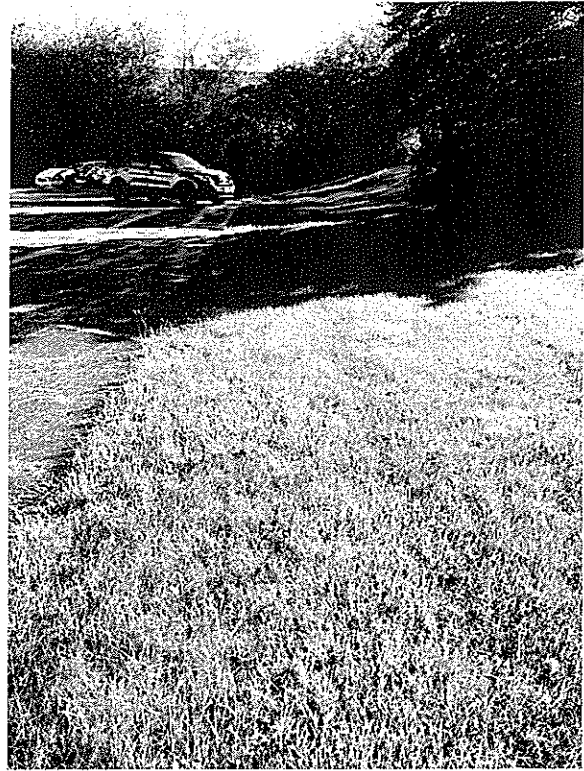
1 - Grass filter strips have at least 70% uniform vegetation growth

Inspected? Yes

Activity/ Practice Adequate? Yes

Corrective Action Needed & Notes

Photos



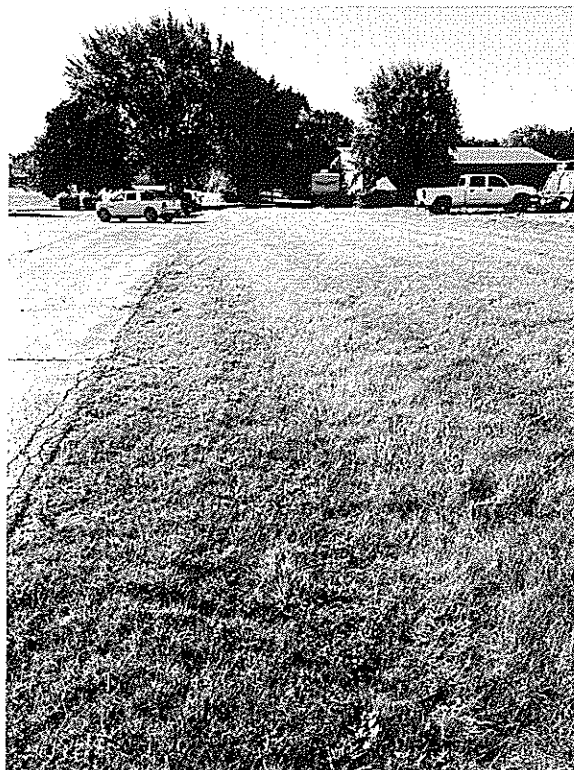
2 - Grass filter strips typically have 6 inches or more of vegetation

Inspected? Yes

Activity/ Practice Adequate? No

Corrective Action Needed & Notes Maintain a grass filter strip at a height of 6 inches.

Photos



3 - Storm water pond inlets-outlets are stable

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Feature is not present onsite.

Photos None

4 - Storm water berms are vegetated

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

5 - Storm water pond berms are stable (no erosion, tree roots or animal borroughs)

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

6 - Infiltration basins-rain gardens have at least 70% plant growth

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed &

Notes

Photos None

7 - Infiltration basins-rain gardens are maintained regularly, and in the spring and fall

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes Feature is not present.

Photos None

8 - Infiltration basins-rain gardens drain down within 24 hours (based on post-rain event observations)

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

Spills Program

1 - Written program is available for employees

Inspected? N/A

Activity/ Practice Adequate? No

Corrective Action Needed & Notes Program is under development. Written program will be available for employees once developed.

Photos None

2 - Employees know where written program is located

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

3 - Written program is evaluated annually

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes

Photos None

Employee Training

1 - New employees are trained on SWPPP

Inspected? N/A

Activity/ Practice Adequate?

Corrective Action Needed & Notes SWPPP program is under development. Employees will be trained once program is developed.

Photos None

2 - Annual or more frequent training provided to employees on SWPPP

Inspected?

Activity/ Practice Adequate? No

Corrective Action Needed &
Notes

Photos None

Village of North Prairie

2024 Construction Site Inspections and Enforcement Action Summary

Inspections

2 construction inspections by Waukesha County staff

0 site passed final inspection (included in the total above)

Permits

2 Permit application received

1 Permits issued

0 Permit terminated

Enforcement Actions Taken

0

INFORMATION AND EDUCATION LEADER OF ACTIVITIES 2024

Target from the Workplan	MS4 Req	MS4 Req	MS4 Req	Program name	Activity	Month	Year	Date	Where	# Reached	Additional Description
General Public	7				media	Jan	2024	1-10-24			Morning Blend appearance about Winter Salt Use
General Public	7				webinar	Jan	2024	1-22-24			779 Daily livestream for Winter Salt Awareness Week
General Public	7				webinar	Jan	2024	1-23-24			395 Daily livestream for Winter Salt Awareness Week
General Public	7				webinar	Jan	2024	1-24-24			252 Daily livestream for Winter Salt Awareness Week
General Public	7				webinar	Jan	2024	1-25-24			250 Daily livestream for Winter Salt Awareness Week
General Public	7				webinar	Jan	2024	1-26-24			194 Daily livestream for Winter Salt Awareness Week
General Public	3				presentation	Jan	2024	1-25-24	Reizer		13 Green Cleaning program for Brownie Scouts
Teachers and Students	5				displays and handouts	Feb	2024	2-20-24	Ikonia		662 poster for rain garden class at Ikonia primary election day
General Public	3		3	career	displays and handouts	Feb	2024	2-27-24	New Berlin		3 career day at Eisenhower New Berlin Middle School
General Public	3		5		presentation	Mar	2024	3-16-24	Waukesha		60 mini golf hole for United Way fundraiser with composting information
Teachers and Students	5				presentation	Mar	2024	3-22-24	New Berlin		42 spring workshop on composting
General Public	9				volunteer appreciation	Mar	2024	3-23-24	Reizer		168 soils class for 7th grade at New Berlin West
General Public	1				presentation	Mar	2024	3-26-24	Reizer		33 volunteer appreciation for Stream Monitors
Contractors, Dev & Council	7				workshop	Apr	2024	4-3-24			28 Hiking through the water cycle program during spring break week
Teachers and Students	7				workshop	Apr	2024	4-4-24			150 Annual stormwater workshop through Land and Water
General Public	5				presentation	Apr	2024	4-5-24	Genesee		37 Maple Elementary Science Day
Teachers and Students	2		3	5	displays and handouts	Apr	2024	4-9-24			10000 Lannon, Vinton, Ikonia, Vernon, Hartland, Muskego, T. Merton, Sussex, VPew, Lisbon
General Public	5				recycling	Apr	2024	4-11-24	Reizer		50 1st grade from evergreen elementary
General Public	1		2	3	displays and handouts	Apr	2024	4-20-24	Reizer		108 Earth Day event featuring macroinvertebrate table
General Public	5				recycling	Apr	2024	4-24-24	Reizer		26 recycle raccoon hike with composting information
General Public	1		5		rain gardens and barrels	Apr	2024	4-25-24	Ikonia		0 rain garden program at Ikonia Town Hall
Teachers and Students	1		2	3	pond	May	2024	5-1-24	Reizer		74 pond program with watershed model
Teachers and Students	1		2	3	pond	May	2024	5-8-24	Reizer		29 pond program with watershed model
Teachers and Students	1		2	3	pond	May	2024	5-9-24	Reizer		100 pond program with watershed model
General Public	9				benchmark	May	2024	5-9-24	Pewaukee River		2 benchmark at Pewaukee River at junction with the Fox
Teachers and Students	1		2	3	pond	May	2024	5-10-24	Reizer		100 pond program with watershed model
General Public	9				benchmark	May	2024	5-14-24	Waukesha		3 Sat up monitoring team on Pebble Creek at old TT
Teachers and Students	1		2	3	stream monitoring	May	2024	5-15-24	Hartland		18 stream monitoring with 6-8th grade
Teachers and Students	1		2	3	pond	May	2024	5-16-24	Reizer		75 pond program with watershed model
Teachers and Students	1		2	3	pond	May	2024	5-17-24	Reizer		70 pond program with watershed model
Teachers and Students	1		2	3	water quality	May	2024	5-20-24	Pewaukee		218 presentation for 5th grade in preparation for Camp Whitcomb monitoring
General Public	9				benchmark	May	2024	5-20-24	Pewaukee		8 Pewaukee Ladies group monitoring at CoCo Creek and the outfall
Teachers and Students	1		2	3	Live in	May	2024	5-20-24	DeLafeld		45 Watershed program for Cushing Elementary
Teachers and Students	5				presentation	May	2024	5-22-24	Reizer		80 composting lesson in RR adventure hike
General Public	1				stenciling	May	2024	5-22-24	Waukesha		20 Girl Scout troop stenciled 7 storm drains near Heyer Elementary
Teachers and Students	1		2	3	monitoring	May	2024	5-23-24	North Lake		154 monitoring on Lake Keesus with Pewaukee 5th grade
Teachers and Students	1		2	3	water discovery	Jun	2024	6-7-24	Reizer		80 monitoring on Lake Keesus with Pewaukee 5th grade
Teachers and Students	1		2	3	water testing	Jun	2024	6-11-24	Eagleview		32 water discovery program with watershed model and critters
General Public	1		3	5	Env. Science	Jun	2024	6-12-24	Reizer		90 summer school water testing
General Public	5		7		Sustainability	Jun	2024	6-13-24	Reizer		20 taught soil conservation and water for Environmental Science Merit Badge
General Public	1		2	3	water discovery	Jun	2024	6-17-24	Reizer		19 covered composting and community development/stormwater
General Public	2		3	5	Sustain Yard	Jun	2024	6-22-24	Pewaukee		34 water discovery program with watershed model and critters
General Public	1		2	3	composting	Jun	2024	6-27-24	Hartland		8 Sustainable Yardening program at Clean Water Festival
General Public	5				presentation	Jun	2024	7-2-24	Reizer		150 watershed model at Clean Water Festival
General Public	1		2	3	water discovery	Jul	2024	7-2-24	Reizer		5 composting program for summer library
Contractors, Dev & Council	6				Erosion Control	Jul	2024	7-6-24	Oconomowoc		7 water discovery program with watershed model and critters
General Public	9				MS4 program	Jul	2024	7-11-24	Ashippun		15 erosion control lunch and learn on active construction site
General Public	9				clam survey	Jul	2024	7-25-24	UW Field Station		7 Shared MS4 information with County Board Committee
General Public	9				clam survey	Jul	2024	7-31-24	Hartland		4 clam survey for invasive species on Ashippun River
General Public	1				Composting	Jul	2024	8-1-24	Sussex		7 clam survey for invasive species on Scuppernon Creek
General Public	5		2	3		Aug	2024	8-6-24	Oconomowoc		2000 Staffed outreach at Hartland Kids Day
General Public	1					Aug	2024	8-6-24	Mukwonago		5 composting program at Brookfield Public Library
General Public	2		3	5	Sustainable Yard	Aug	2024	8-7-24	Reizer		300 staffed outreach with watershed model at National Night Out
General Public	5				displays and handouts	Aug	2024	8-7-24	Lannon		400 unstaffed outreach at Oconomowoc Kids Fest
General Public	9				displays and handouts	Aug	2024	8-10-24	Hartland		0 had 3 registered and no one showed up
General Public	1				Snapshot Day	Aug	2024	8-14-24	Muskego		350 infiltration posters at National Night Out
General Public	1		2	3	displays and handouts	Aug	2024	8-21-24	Milwaukee		3 statewide volunteer search for Aquatic Invasive Species event
Teachers and Students	6		8		Sustainable Build	Aug	2024	9-26-24	WGTC		450 unstaffed display for Adopt a Drain at NNO
Teachers and Students	6		8		Sustainable Build	Aug	2024	9-26-24	WGTC		32 staffed outreach to promote Stormwater Awareness Week at Green Schools Conf.
Teachers and Students	6		8		Sustainable Build	Aug	2024	9-26-24	WGTC		14 guest speaker for Sustainable Building class
Teachers and Students	6		8		Sustainable Build	Aug	2024	9-26-24	WGTC		9 guest speaker for Sustainable Building class

INFORMATION AND EDUCATION LEDGER OF ACTIVITIES 2024											
Target from the Workplan	MS4 Req	MS4 Req	MS4 Req	Program name	Activity	Month	Year	Date	Where	# Reached	Additional Description
General Public	6			HOA	program	Sep	2024	9-12-24	Pewaukee	25	Homeowners Association Education meeting
General Public	6			HOA	program	Sep	2024	9-18-24	Waukesha	22	Homeowners Association Education meeting
General Public	6			HOA	program	Sep	2024	9-19-24	Oconomowoc	3	Homeowners Association Education Meeting
Teachers and Students	1	9			field experience	Sep	2024	9-19-24	Elm Grove	23	water testing with St. Mary's Elm Grove
General Public	2	3	4		displays and handouts	Sep	2024	9-20-24	North Prairie	3000	3 panel display at Harvest Fest
General Public	1	2	3		displays and handouts	Sep	2024	9-21-24	Retzer	4500	staffed outreach with watershed model and macroinvertebrates at Apple Harvest Fest
General Public	3	5		Sustainable Yard	program	Sep	2024	9-23-24	Waukesha	22	Sustainable Yardening for fall at Waukesha Public Library
General Public	3	5		Yard care/compos	program	Sep	2024	9-26-24	Pewaukee	17	Fall Yard care program at Pewaukee Public Library
Teachers and Students	9	1		HOA	water testing	Sep	2024	9-26-24	Waukesha	8	water testing with Waukesha East High School
General Public	6			HOA	program	Oct	2024	10-1-24	Vernon	37	Homeowners Association Education meeting
Teachers and Students	9	1			water testing	Oct	2024	10-2-24	Eagleview	47	Eagleview Elementary
General Public	5				soils	Oct	2024	10-6-24	Waukesha	30	display and talk about soils and compost at Gwenwyn Hills 'Dirt First' open house event
Teachers and Students	5			Spheres	program	Oct	2024	10-15-24	Retzer	32	soils program for Montessori school
General Public	5			rain gardens	program	Oct	2024	10-19-24	Genesee Depot	10	rain garden program for 10 Chimneys
Teachers and Students	5			healthy soils	program	Oct	2024	10-29-24	Retzer	33	Healthy soils program for Montessori School
Teachers and Students	6	8		Sustainable Bldg	program	Oct	2024	10-29-24	WGTC	23	guest speaker for Sustainable Building class
General Public	4				hike	Nov	2024	11-2-24	Retzer	45	two hikes at Retzer to visit the stream and pond and see natural shorelines
General Public	1	2	3	MS4 program	presentation	Nov	2024	11-9-24	Fitchburg	25	spoke about MS4 education programs at Rock River Confluence
Teachers and Students	1	2	3	water testing	program	Nov	2024	11-19-24	Sussex	90	2 classes and advisement at Sussex Hamilton AP Env St class doing water testing
General Public	1	2	3		tax inserts	Dec	2025			90000	tax inserts with basic storm drain message
Teacher and Students	5			soils	program	Dec	2024	12-2-24	Waukesha	70	soils with 3 classes of AP Environmental Studies at North High School
Contractors, Dev & Consul	7			salvage	training	Dec	2024	12-5-24	Retzer	30	Salvage training for roads training
Teachers and Students	1	2	3	live in a	program	Dec	2024	12-10-24	Waukesha	70	watershed model with 3 classes of AP Environmental Studies at North High School
Teachers and Students	1	2	3	career	program	Dec	2024	12-11-24	Wales	41	career day with Kettle Moraine HS

North Prairie Committees, Boards and Commissions

The following are the North Prairie Committees, Boards and Commissions as adopted by the North Prairie Village Board on [], 2025 by Resolution No. []:

VILLAGE OF NORTH PRAIRIE

1. Finance Committee
2. Communication and Personnel Committee
3. Public Safety Committee
4. Public Works Committee
5. Sex Offender Residence Board
6. Plan Commission
7. Zoning Board of Appeals
8. North Prairie Community Development Authority
9. Board of Review
10. Fire Board – Kettle Moraine Fire District
11. Fire Commission – Kettle Moraine Fire District
12. Joint Municipal Court Committee

The descriptions, duties and responsibilities of each Committee, Board and Commission are included in the following pages.

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FINANCE COMMITTEE

The Finance Committee's responsibilities include budget oversight, financial planning, debt management, and ensuring compliance with financial regulations and providing financial analysis and recommendations to the Village Board.

Members:

- Three (3) Village Trustees
- Chairperson shall be one of the appointed Trustees.

Appointment:

- Members and Chair appointed by the Village President; confirmed by the Village Board

Term:

- One (1) year

Meetings:

- When: Once a month
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Annual Budget preparation
- Annual review of Fee Schedule
- Review of monthly expenses and revenues
- Present monthly financial reports to the Village Board
- Review of budget on a quarterly basis to confirm departments are within budget; provide quarterly report to Village Board
- Recommending bank accounts and depositories for Village funds.
- Investigating options for borrowing funds
- Developing and implementing strategies for managing municipal debt
- Investigate ways to eliminate duplication of services, costs and expenditures.
- Review Insurance policies.
- Management of reassessment of all properties to maintain compliance with Wisconsin Department of Revenue requirements
- Review and implement investment activities and strategies.
- Sourcing of Grants
- Reviewing and supervising the implementation of auditor's recommendations
- Developing and overseeing the implementation of financial policies and procedures, including internal controls
- Establish financial goals and objectives that benefit the Village.
- Reviewing and recommending capital spending budgets.
- Ensuring compliance with financial regulations and reporting requirements
- Reviewing ordinances and resolutions having a fiscal impact on the Village
- Reviewing accounting procedures
- Regularly reporting to the Village Board on the committee's activities and progress

COMMUNICATIONS AND PERSONNEL COMMITTEE

The Communications and Personnel Committee advises the Village Board on matters related to personnel policies, compensation, employee relations, and staffing and developing and implementing a comprehensive communication strategy.

Members:

- Three (3) Village Trustees
- Chairperson shall be one of the appointed Trustees.

Appointment:

- Members and Chair appointed by the Village President; confirmed by the Village Board

Term:

- One (1) year

Meetings:

- When: Once a month
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Ensuring the Village's website is current, user-friendly and informative.
- Building the Village's email contact list to reach a wider audience
- Promote Village events and news and keep residents informed about upcoming events and news.
- Create a strategic plan that outlines how the Village Board should communicate with residents.
- Establish and maintain relationships with local media outlets to promote Village events and news.
- Working with the Village Board to develop and implement advocacy campaigns for the Village's budget and other important initiatives.
- Staying current on technology trends and making recommendations for improvement
- Develop and maintain Core Values, Mission Statement and Vision Statement
- Create and review of Village Ordinances, Resolutions and Policies
- Create, maintain and review various Village Forms
- Review and maintain employee handbook.
- Address employee concerns and grievances.
- Review, draft, and recommend personnel policies.
- Review and establish employee job descriptions and classifications.
- Advise on wage and benefit levels, ensuring fair compensation and competitive recruitment and retention.
- Benefit Administration
- Advise on staffing needs and organizational structure.
- Conduct performance evaluation for the Administrator/Clerk/Treasurer
- Regularly reporting to the Village Board on the committee's activities and progress

PUBLIC SAFETY COMMITTEE

The Public Safety Committee reviews and advises the Village Board on matters related to public safety, including police, fire, emergency management, and related ordinances, policies, and budgets.

Members:

- Three (3) Village Trustees
- Chairperson shall be one of the appointed Trustees.

Appointment:

- Members and Chair appointed by the Village President and confirmed by the Village Board

Term:

- One (1) year

Meetings:

- When: Once a month
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Advises the Village Board on public safety-related policies and issues.
- Reviews and makes recommendations on ordinances, policies, and regulations concerning public safety, licensing, permitting, public offices and nuisances, including those related to law enforcement, municipal court, fire services, and emergency management.
- Make recommendations on alcohol license issuance and renewal, including conducting operator license hearings as required by policy.
- Develops and reviews the budgets for the Police Department and Joint Municipal Court
- Advises the Village Board on public safety-related policies related to the Police Department, Municipal Court and Emergency Management
- Assists in developing long-range plans for public safety services and resources.
- Plays a role in emergency management planning and preparedness, often coordinating with other emergency government officials and agencies.
- Address issues related to traffic control, parking, pedestrian safety, and other matters of public safety.
- Serve as a liaison between the community and Village Board on public safety issues.
- Coordinate with other government agencies, neighborhood associations, school districts and the general public.
- Make recommendations on fees and charges for emergency and protective services.
- Regularly reporting to the Village Board on the committee's activities and progress.
- Assist in the annual staff evaluation of relevant personnel.

PUBLIC WORKS COMMITTEE

The Public Works Committee oversees the maintenance, repair, and improvement of Village owned buildings, roads, parks and public properties, including advising on capital projects and budgets and providing recommendations to the Village Board regarding resolutions and ordinances concerning the use, construction and maintenance of all Village owned facilities and public works projects.

Members:

- Three (3) Village Trustees
- Chairperson shall be one of the appointed Trustees.

Appointment:

- Members and Chair appointed by the Village President and confirmed by the Village Board

Term:

- One (1) year

Meetings:

- When: Once a month
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Exercises authority over all street and non-street construction projects.
- Liaison with NPAA, Native Gardens, Boys/Girls Club, Lions Club, etc.
- Sanitation services, garbage and recycling pickup.
- Grant sourcing relating to public works, including CDBG grant and LRIP grant
- Oversee regular maintenance of Village owned properties, parks and roads.
- Ensure buildings are safe, clean, and in good repair.
- Address issues like plumbing, electrical, heating, and mechanical systems.
- Maintain grounds, including landscaping, snow removal, and debris cleanup.
- Review, initiate, and recommend capital projects.
- Develop and review long-term facility, parks and road plans.
- Assess facility needs and recommend improvements.
- Review and recommend property acquisition, disposal, and donations.
- Work with the Village Administrator to create detailed requests for proposals
- Make recommendations for annual maintenance planning and budgeting.
- Review, draft, and recommend rules and regulations related to grounds, parks and facilities.
- Ensure compliance with relevant regulations, such as ADA compliance.
- Regularly reporting to the Village Board on the committee's activities and progress.
- Assist in the annual staff evaluation of relevant personnel.

SEX OFFENDER RESIDENCE BOARD

The Sex Offender Residence Board ("Residence Board") hears and acts on appeals from sex offenders of children who are requesting to live within areas prohibited by the Child Safety Zone Restriction created by Chapter 40 of the Village Code, as amended by Ordinance No. 01-2018. Board members consider factors of remorse, rehabilitation and likelihood to re-offence in determining whether to grant the applicant's appeal request. Meetings are open to the public, but applicants may request a closed session to discuss treatment history with the Residence Board.

Members:

- 3 citizens residing in the Village, plus one alternative.

Appointment:

- Members and Chair appointed by the Village President and confirmed by the Village Board

Term:

- 60 months (alternate for no more than 66 months) and shall serve no more than two (2) consecutive terms.
- The terms of the initial members shall be staggered with one member of the Residence Board serving one (1) year, a second serving three (3) years and the third serving five (5) years.

Meetings:

- When: As Needed
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Hears and acts on appeals from sex offenders of children who are requesting to live within areas prohibited by the Child Safety Zone Restriction created by Chapter 40 of the Village Code, as amended by Ordinance No. 01-2018.

PLAN COMMISSION

The Plan Commission consists of seven (7) members and recommends action on zoning, subdivision and planning matters, master planning. The Plan Commission is governed by Wis. Stat. sec. 62.23, made applicable to the Village by Wis. Stat. Section 61.35 and Article VII of the Village Zoning Code.

Members:

- Village President, who shall be its presiding officer.
- One (1) Village Trustee
- Five (5) citizens members, who shall be persons of recognized experience and qualifications.

Term:

- a. Citizen members of the commission shall be appointed to hold office for a period of 3 years and are appointed by the Village President during the month of April for terms that expire in April or at any other time if a vacancy occurs during the middle of a term.
- b. The Village Trustee member of the commission shall be elected by a two-thirds vote of the Village Board each April.

Meetings:

- When: Tuesday before the monthly Board meeting
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- **Master Planning:** Responsible for preparing and adopting a master plan for the Village's physical development.
- **Zoning Review:** Review zoning requests, including conditional use permits (CUPs), and make recommendations to the Village Board.
- **Subdivision Review:** Review proposed plats and subdivisions and make recommendations to the Village Board.
- **Comprehensive Plan Consistency:** Any ordinance, amendment, or program proposed by the Plan Commission must be consistent with the Village's comprehensive plan.
- **Adopting Rules:** Adopts rules for conducting business and keeps records of resolutions, transactions, findings, and determinations.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals consists of five (5) members and its purpose is to hear appeals and applications and for granting variances and exceptions to the provisions of the Village's Zoning Code. The Zoning Board of Appeals is described in Section 11 of the Village's Zoning Code and governed by Wis. Stat. sec. 62.23(7)(e)(15) as made applicable to the Village by Wis. Stat. Section 61.35.

Members:

- One (1) member shall be a Village Plan Commissioner
- One (1) member shall be a registered architect, registered professional engineer, builder or real estate appraisal.
- Three (3) other members
- First Alternative
- Second Alternative

Appointment:

- Appointed by the Village President and confirmed by the Village Board

Term:

- a. Member terms shall be staggered through three (3) year periods.
- b. All five (5) members shall be appointed by the Village President and confirmed by the Village Board
- c. Chairman shall be designated by the Village President
- d. Village President shall appoint, for staggered terms of three (3) years, two (2) alternate members of such board, in addition to the five (5) members provided for above. Annually, the Village President shall designate one of the alternate members as 1st alternate and the other as 2nd alternate.

Meetings:

- When: Meetings are scheduled as needed
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Hear appeals and applications pertaining to the provisions of the Village's Zoning Code.
- Grant variances and exceptions to the provisions of the Village's Zoning Code.

NORTH PRAIRIE COMMUNITY DEVELOPMENT AUTHORITY ("CDA")

The CDA consists of seven (7) members and has the exclusive power to proceed to carry on the blight elimination, slum clearance and urban renewal projects in the Village and is described in Article IV of the Village Municipal Code.

Members:

- Two (2) Village Trustees
- Five (5) citizens members

Appointment:

- Appointed by the Village President and confirmed by the Village Board

Term:

- a. Four (4) years with the exception that the Trustee appointees shall serve a term concurrent with their term as Trustee.
- b. Members that are Non-Village Trustees initial terms shall be staggered and designated by their appointment with two appointed for one year, one for two years, one for three years and one for four years. .

Meetings:

- When: Meetings are scheduled as needed
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Blight elimination, slum clearance and urban renewal projects in the Village.

BOARD OF REVIEW

The Board of Review consists of five (5) members and is a quasi-judicial (court-like) body and its purpose is to provide property owners with an opportunity to appeal their property valuations.

A board of review in and for the Village of North Prairie is hereby created pursuant to s. 70.46, Wis. Stats. (Ord. No. 4-04, § 1, 5-13-2004) Sec. 2-151.

Members:

- Village President, which serves as chair.
- Three (3) Citizen members, which may be trustees or officers of the Village.
- Village Clerk
- 1st Alternative
- 2nd Alternative

Appointment:

- Appointed by the Village President and confirmed by the Village Board

Term:

- a. Citizen members shall serve for a term of three (3) years.

Meetings:

- When: The Board of Review must hold its first meeting during the 45-day period starting on the fourth Monday of April.

The BOR may adjourn to a later date if the assessment roll is not yet complete.
- Notice: The clerk must provide a 30-day notice of the BOR meeting once the assessment roll is complete and the BOR date is set
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Adjust assessment when the assessments have been proven incorrect by sworn oral testimony.
- Correct any errors or omissions in the descriptions or computations found on the assessment roll.
- Check the assessment roll for omitted property and double assessments.

FIRE BOARD – KETTLE MORAINÉ FIRE DISTRICT

The Kettle Moraine Fire District Fire Board (“Fire Board”) is created by the Intermunicipal Agreement between the Village of North Prairie, Town of Eagle and Village of Eagle dated August 3, 2021 (“KM Intermunicipal Agreement”).

Members:

The Fire Board is composed of seven (7) members and consists of the following:

1. North Prairie Village President
2. One (1) North Prairie Citizen
3. Eagle Village President
4. One (1) Village of Eagle Citizen
5. Town of Eagle Chairperson
6. Two (2) Town of Eagle Citizens

North Prairie Members:

- Village President*
- One (1) citizen member

*NP Village President service as President of the Fire Board every third year. In the year preceding serving as the Fire Board’s President, the NP Village President serves as Fire Board Vice President.

Appointment:

- Citizen Member is appointed by the Village President and confirmed by the Village Board

Term:

- Citizen member term commences June 1st and is a two (2) year term and is appointed in odd years (see Article V.C.1 of the Intermunicipal Agreement)
- NP Village President term commences on the 3rd Tuesday of each April.

Meetings:

- When: 4th Thursday of each month
- Where: North Prairie Village Hall or Eagle Village Hall (alternates months)

Key Responsibilities and Functions:

- Oversee the operation of the Kettle Moraine Fire District.
- Discuss and finalize budget for the KMFD.
- Liaison between the Fire Board and the Village Board

FIRE COMMISSION – KETTLE MORAINÉ FIRE DISTRICT

The Kettle Moraine Fire District Fire Commission ("Fire Commission") is created by the Intermunicipal Agreement between the Village of North Prairie, Town of Eagle and Village of Eagle dated August 3, 2021 ("KM Intermunicipal Agreement").

Members:

The Fire Commission Board is composed of three (3) voting members and two (2) non-voting members and consists of the following:

1. One (1) North Prairie Citizen – voting member.
2. One (1) Village of Eagle Citizen – voting member.
3. One (1) Town of Eagle Citizen – voting member.
4. One (1) non-voting member appointed by the then current Fire Board President
5. One (1) non-voting member, which shall be the then current Fire Board Vice President

Appointment:

- Citizen member is appointed by the Village President and confirmed by the Village Board

Term:

- Citizen member term commences June 1st and is a two (2) year term and is appointed in odd years (see Article VI.C.1 of the Intermunicipal Agreement)
- Non-voting members term is one (1) year Village President term commences on the 3rd Tuesday of each April.

Meetings:

- When: As needed
- Where: North Prairie Village Hall or Eagle Village Hall (alternates months)

Key Responsibilities and Functions:

- Duties as set for in Section 62.13, Wis. Stats., excluding the optional powers as set forth in Section 62.13(6), Wis. Stats. (See Article VI of the Intermunicipal Agreement)

JOINT MUNICIPAL COURT COMMITTEE

The Joint Municipal Court Committee ("JMC Committee") is created by the Agreement for Operation of the Joint Municipal Court between the Town of Eagle, the Village of Eagle, the Town of Mukwonago, the Village of North Prairie and the Village of Vernon ("JMC Agreement").

Members:

The JMC Committee is composed of five (5) members and consists of the following:

1. One (1) Village of North Prairie elected Trustee*
2. One (1) Village of Eagle elected Trustee.
3. One (1) Town of Eagle elected Supervisor.
4. One (1) Town of Mukwonago elected Supervisor.
5. One (1) Village of Vernon elected Trustee.

*NP Trustee shall act as the JMC Chairperson for all meetings of the JMC Committee

North Prairie Appointment:

- North Prairie Trustee is appointed by the Village President and confirmed by the Village Board

Term:

- North Prairie Trustee term is one (1) year.

Meetings:

- When: As needed, but an annual meeting shall be held for budgeting purposes
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Research and recommending body with such recommendations forwarded to each municipality's boards for final approval.
- Liaison between the JMC Committee and the North Prairie Protective Services Committee and North Prairie Village Board

VILLAGE OF NORTH PRAIRIE

HR POLICY 2010-04

CREDIT CARD USAGE POLICY

The Village Board wishes to adopt an administrative policy regarding credit card usage as the Village has arranged for credit cards to be issued jointly in the name of the Village and those persons listed under Authorized Users below with a maximum credit limit for each set by the Finance Committee of the Village. The purpose of this policy is to establish guidelines for the issuing of credit cards by the Village to the Authorized Users of the Village, for the use of such municipal credit cards, and for the prevention of misuse of such municipal credit cards. The following policy applies to all use of municipal credit cards.

NOW THEREFORE, be it resolved by the Village Board of the Village that commencing on April 8, 2010, the following policy shall be adopted regarding credit card usage and that this policy shall be effective upon passage.

Authorized Users and Credit Limits

Bank credit cards, with the following credit limits, will be issued to the following employees or representatives of the Village, unless the Finance Committee recommends issuance of credit cards to additional employees or representatives of the Village:

- a. ~~Administrator~~ \$10,000
Director of Public Works with a credit limit of \$5,000.00 \$2,000
- b. Village Clerk with a credit limit of \$5,000.00
- c. ~~Fire Chief with a credit limit of \$5,000.00~~ Delete
- d. Police Chief with a credit limit of \$5,000.00 \$2,000

Prior to initial receipt of any credit card, each Authorized User must agree to and sign the Agreement for Use of Bank Credit Card.

The cumulative maximum limit for all municipal credit cards shall be \$20,000.00, unless resolved otherwise by the Village Board and approved by the issuing bank. A municipal credit card may not be issued to any person other than a person referred to above.

When an authorized user takes a leave of any kind, he or she must surrender the municipal credit card issued to him or her to the Finance Committee for safekeeping in the Village's safe for the duration of such leave.

VILLAGE OF NORTH PRAIRIE

HR POLICY 2025-01

(Replaces Policy No. 2010-04)

CREDIT CARD USAGE POLICY

This Policy rescinds and replaces Policy No. 2010-04 to adopt an administrative policy regarding credit card usage as the Village has arranged for credit cards to be issued jointly in the name of the Village and those people listed under Authorized Users below with a maximum credit limit for each set by the Finance Committee of the Village. The purpose of this policy is to establish guidelines for the issuing of credit cards by the Village to the Authorized Users of the Village, for the use of such municipal credit cards, and for the prevention of misuse of such municipal credit cards. The following policy applies to all use of municipal credit cards.

NOW THEREFORE, be it resolved by the Village Board of the Village that commencing on April 10, 2025, the following policy shall be adopted regarding credit card usage and that this policy shall be effective upon passage.

Authorized Users and Credit Limits

Bank credit cards, with the following credit limits, will be issued to the following employees or representatives of the Village, unless the Finance Committee recommends issuance of credit cards to additional employees or representatives of the Village:

- a. Village Administrator with a credit limit of \$10,000
- b. Village Clerk with a credit limit of \$5,000.
- c. Deputy Clerk with a credit limit of \$5,000.
- d. Public Works Supervisor with a credit limit of \$2,000.
- e. Police Chief with a credit limit of \$2,000.

Prior to initial receipt of any credit card, each Authorized User must agree to and sign the Agreement for Use of Bank Credit Card.

The cumulative maximum limit for all municipal credit cards shall be \$35,000, unless resolved otherwise by the Village Board and approved by the issuing bank. A municipal credit card may not be issued to any person other than a person referred to above.

When an authorized user takes a leave of any kind, he or she must surrender the municipal credit card issued to him or her to the Finance Committee for safekeeping in the Village's safe for the duration of such leave.

Every authorized user shall comply with all terms and conditions regarding the use of municipal credit cards as may be imposed by the issuing bank, subject, however, to the provisions of this policy.

Municipal credit cards are held by authorized users at the pleasure of the Village and any person to whom a municipal credit card has been issued shall surrender same to the Finance Committee upon demand for such surrender being made by the Finance Committee or the Village Board.

The Village Clerk, under the direction of the Finance Committee, shall keep a register of all persons to whom municipal credit cards have been issued.

If a municipal credit card is lost or stolen, the authorized user must report that fact immediately to the issuing bank, the Finance Committee and the Village Clerk.

The Finance Committee may approve the issuing of a municipal credit card to any particular person referred to above subject to such additional conditions and limitations as it may in its discretion consider appropriate, in addition to the conditions and limitations contained in this policy.

Authorized Uses

Municipal credit cards are to be used for business purchases on behalf of the Village, must be used only when no other means of payment is practically available, where the Village does not have an account with the business supplying the goods or service, or where the company will not issue an invoice to the Village.

The municipal credit card may not be used for personal expenses for any reason or borrowed by another individual.

Municipal credit cards are not to be used for personal travel, meals or accommodations. For approved business travel, employees will be able to utilize the municipal credit card up to the stipend amounts approved by the Finance Committee. The stipend amounts are contained in the Village of North Prairie Fee Schedule. Any expenses above these amounts or for other than stated stipends will be the responsibility of the individual. Advance payment options are not available. The credit card may be utilized for conventions and meetings but if lodging and meals are included in the registration fee, the stipends will not apply.

The municipal credit card does not replace requisitions and purchase orders.

Unauthorized Use

Any use of a municipal credit card other than in the course of official Village business or other than in accordance with this policy will be regarded as unauthorized expenditure and any such expenditure shall be recoverable from the Authorized User concerned, without prejudice to the right of the Village to lay criminal charges relating to such use if the facts surrounding such use indicate the commission of a criminal act or acts.

Any employee, authorized user or representative of the Village who has any knowledge of any such unauthorized expenditure shall report such expenditure to the Finance Committee without delay.

The credit cards remain at all times the property of the Village and the bank from which it was issued.

Submission of Receipts

The Authorized User of the municipal credit card must obtain receipts for all purchases made with a municipal credit card and must submit such receipts with complete information (i.e. account numbers for correct posting, authorizing signature, etc.) regarding the purchase to the Village Clerk no later than the Monday prior to the Village's monthly scheduled Board meeting, which is currently held the second Thursday of each month.

If an employee uses a Village credit card and does not submit the appropriate receipt, the employee will be liable to the Village for the payment of that expense. Credit card accounts will be reconciled monthly and failure to submit receipts or abuse of the credit card may result in the loss of the credit card.

Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available from the Village Clerk; if, in some cases, the Authorized User merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Village is an exempt unit of local government.

Monthly Statements, Payments, and Audits

All monthly bank statements and correspondence will be sent to the Village Clerk. Payment of the monthly statement must be made in a timely fashion so that finance charges and/or late fees are not incurred. Timely payment requires

the Authorized User who incurred the charges to properly complete the necessary paperwork and submit the same to the Village Clerk on a monthly basis.

The Finance Committee will review and audit the credit card expenditures and statements on a monthly basis.

Violations of Policy

Any person who violates this policy in any way shall be subject to disciplinary action as set by the Village Board.

Implementation of Policy

The Finance Committee shall be responsible for the implementation and enforcement of this policy, provided that it may delegate any of its functions under this policy, to any person who is an employee of the Village at its sole discretion.

Exceptions to this policy may be made only upon the authorization of the Finance Committee.

VILLAGE APPROVAL AND EFFECTIVE DATE

Approval of Policy by the Village Board and Effective Date: 04/10/25.

Deborah Hall, Village President

Attest: _____
Evelyn Etten,
Village Administrator/Clerk/Treasurer

AGREEMENT FOR USE OF BANK CREDIT CARD

This card is issued to you on a temporary basis and remains the sole property of the Village of North Prairie (the "Village") and the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Finance Committee of the Village.

By accepting this card, it is understood that you are personally responsible for any unauthorized or inappropriate use of the municipal credit card.

I understand that if I take a leave of any kind, I must surrender the municipal credit card issued to me to the Finance Committee Chair for safekeeping in the Village's safe for the duration of such leave.

I hereby agree to comply with all terms and conditions regarding the use of the municipal credit card as may be imposed by the issuing bank, subject, however, to the provisions of the Village's policy regarding credit card use.

I have read and fully understand the Village's policy regarding credit card use and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued to: _____ Last 4 digits of card: _____

Card Holder Signature: _____ Date: _____

Signature of Witness: _____ Date: _____

Date of Surrender: _____

Administrator/Clerk/Treasurer Approval:

Signature: _____ Date: _____
(Evelyn Etten)

Municipal LAW

& LITIGATION GROUP

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April 9, 2025

Deborah Hall, Village President
Village of North Prairie
130 N. Harrison St.
North Prairie, WI 53153

**Re: Core Values, Mission Statement, and Vision Statement Resolution
First Draft**

Dear Ms. Hall:

I received your request that I prepare a Resolution to adopt Core Values, a Mission Statement, and a Vision Statement for the Village of North Prairie. I have had an opportunity to carefully consider this matter.

Enclosed please find a first draft of a Resolution I prepared for your use in this regard. I believe you will find the enclosed to be self-explanatory.

If you should have any questions or concerns regarding these matters, please do not hesitate to contact me.

Yours very truly,

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Eric J. Larson

Eric J. Larson

EJL/BTC/jd

Enclosure:

First Draft of Resolution to Adopt Core Values, a Mission Statement, and a Vision Statement

Mission Statement

The Village of North Prairie is committed to transparent, ethical and responsive government, and will actively and responsibly strive to provide the highest quality of municipal services consistent with the changing needs and desires of the community and a realistic assessment of resources available.

Vision Statement

The Village of North Prairie seeks to preserve and enhance the existing Village center and residences while promoting additional residential and business growth that protects the rural atmosphere of the entire Village through the preservation of the environmentally significant areas, especially the woodlands and wetlands in the Village and its surrounding areas.

Core Values

INTEGRITY

Always acting with honesty and ethical conduct.

TRANSPARENCY

Openly sharing information and decision-making processes with the public.

ACCOUNTABILITY

Taking responsibility for actions and decisions, being answerable to the public.

PUBLIC SERVICE

Prioritizing the needs and well-being of the community.
Actively listen to and address concerns from citizens.

RESPECT

Treating everyone with equality, courtesy, dignity, and fairness.

CITIZEN ENGAGEMENT

Encouraging public participation and input in government processes.

IMPARTIALITY

Making decisions based on facts and objective criteria, not personal interests.

STATE OF WISCONSIN

VILLAGE OF NORTH PRAIRIE

WAUKESHA COUNTY

RESOLUTION NO. 2025-01R

**A RESOLUTION TO ADOPT CORE VALUES, A MISSION STATEMENT, AND A
VISION STATEMENT FOR THE VILLAGE OF NORTH PRAIRIE**

WHEREAS, the Village of North Prairie Village Board intends to adopt Core Values, a Mission Statement, and a Vision Statement for the Village of North Prairie; and

WHEREAS, these Core Values and Statements are intended to serve as a guide for the Village of North Prairie Village Board and Village staff; and

WHEREAS, the Village of North Prairie Village Board finds that it is in the best interest of the residents of the Village of North Prairie to adopt Core Values, a Mission Statement, and a Vision Statement for the Village of North Prairie.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of North Prairie, Waukesha County, Wisconsin, as follows:

- A. The Core Values, Mission Statement, and Vision Statement of the Village of North Prairie are hereby adopted and incorporated into this Resolution by reference as Exhibit A.
- B. This resolution shall take effect immediately upon publication and/or posting as required by law.

PASSED AND ADOPTED by the Village Board of the Village of North Prairie on this ____ day of _____, 2025.

VILLAGE OF NORTH PRAIRIE

Deborah Hall, Village President

ATTEST:

Evelyn Etten, Village Administrator-Clerk/Treasurer