

**VILLAGE OF NORTH PRAIRIE  
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE  
MEETING AGENDA  
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153  
April 30TH, 2025 AT 4:00 P.M.**

1. Call to Order.

2. Roll Call.

3. Public Comment.

At the sole discussion of the Committee Chair, citizens are invited to make comments to the Committee, under the following procedures. Committee members should not be expected to discuss issues presented at this time, citizens, comments limited to 2 minutes each; in the event public comments exceed 15 minutes, the Committee will continue with the regular agenda and resume public comment after the Committee business has been completed, public comments on specific personnel matters are not appropriate subject for this forum and should be referred to the Village Office; any comments which may violate an individual right of an employee will not be permitted.

4. Approve Feb 26<sup>th</sup> amended meeting minutes.

5. Approve Mar 26<sup>th</sup> meeting minutes.

6. Police

- a. Discussion and/or Action as Necessary: Comparison of NPPD to neighboring communities.
- b. Discussion and possible action as necessary: Discuss hours of patrol - (to include Chief and Asst. Chief). Police Chief update on progress toward 60% patrol / 40% Admin.
- c. Discussion and possible action as necessary: Discuss officer recruitment.
- d. Discussion and possible action as necessary: Update on ordinances needing review; 5 per month
- e. Discussion and possible action as necessary: Waukesha Sheriff Dept listing of calls for service
- f. Discussion and possible action as necessary: Options for possible restructuring of NPPD; including possible full-time position
- g. Discussion and possible action as necessary: Informational Meetings for citizens / Ad Hoc Committee possibility
- h. Motion for closed session pursuant to WI State Statute 19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to, as relates to the NPPD.

7. Fire

- a. Discussion and possible action as necessary: Discussion and/or Action as Necessary: Update on response from Village of Eagle, Town of Eagle on letter sent to review the KMFD contract.
- b. Discussion and possible action as necessary: Continue to track usage and compile any additional data

8. Court

- a. Discussion and possible action as necessary: How are we going to get or current lease set in stone with the participating communities and the Joint Municipal Court.

9. Adjourn.

April 30th, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact the Village Office at 262-392-2271.

**VILLAGE OF NORTH PRAIRIE  
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE  
MEETING MINUTES amended  
February 26, 2025 – 4:00 PM  
North Prairie Municipal Center, 130 N Harrison Street, North Prairie, WI 53153**

**1. Call to Order**

Committee Chair Michael McCormack called the meeting to order at 4:01 PM.

**2. Roll Call**

Present: Trustee Michael McCormack (Chair), Trustee Samuels, Trustee Schroeder. Police Chief Tamez and President Hall were in attendance as well.

**3. Public Comment**

No public comments were made.

**4. Police**

**a. Discussion and possible action: Quotes for new police department computers**

Police Chief presented quotes from Bill (IT contractor) for new computers:

- 3 desktop towers at approximately \$849.99 each (rounded to \$900)
- Labor cost: \$125/hour, estimated at 1 hour per computer (\$375 total)
- Total for all three computers: ~3,075

Chief recommended purchasing two computers now (Mel's and his) for approximately \$2,100 to remain within the approved budget line item of \$2,841.

Discussion included:

- Compatibility issues with current systems and Windows 11 upgrade
- Need for dedicated officer computer for email and access controls
- Committee raised concerns about committing funds prior to larger departmental restructuring discussions

**Motion:** To approve \$2,100 from the police department budget for the purchase and setup of two new computers.

**Motion passed** in a 2-1 vote.

**b. Discussion: Two-year department analysis and patrol coverage**

Chair McCormack presented updated analysis:

- Police services account for 15–18% of Village budget

- Noted heavy administrative hours vs patrol coverage (57.25 admin vs target of 31 admin hours/week based on 60/40 patrol/admin model)
- Patrol time in January 2025 down to 5.5 hours/day from 6.5 hours/day in 2024

Key points of discussion:

- Review of department structure and workflow efficiencies
- Possibility of reallocating administrative workload
- Potential part-time support from existing staff (Mel)
- Impact of policy review process on administrative time
- Recruitment and staffing challenges due to lack of WRS (retirement benefits)
- Future need to explore restructuring, potential full-time staffing, and/or community engagement

Chief will review data and return in March with proposals for administrative restructuring.

## 5. Fire

### **a. Discussion: KMFD three-year analysis and cost fairness**

Chair McCormack reviewed fire service call data and continued cost inequities among municipalities:

- North Prairie consistently utilizes 24% of services while paying 37%
- Town of Eagle at 58%, Village of Eagle and North Prairie both at 21% in January 2025

### **b. Discussion and action: Drafted letter to KMFD with Village Board recommendation**

Committee reviewed a draft letter summarizing the 3-year service analysis and requesting that the Village Board send a formal request to renegotiate KMFD funding percentages.

**Motion:** To recommend the Village Board approve and send the drafted letter to the Town and Village of Eagle regarding fair cost sharing of KMFD services.

**Motion carried unanimously.**

## 6. Court

### **a. Discussion: Draft lease with Joint Municipal Court**

Committee reviewed a new draft lease for Joint Municipal Court tenancy:

- Effective January 1, 2025 through April 30, 2028
- 2025 lease rate: \$4,600/year (budgeted amount)
- 2026 lease rate: \$13,392/year
- 2027 lease rate: \$13,928/year
- 2028 (partial year): \$4,485

Items included in rent: building usage, utilities, janitorial, shared spaces Discussion included insurance responsibilities, clarity of court usage space, and rent payment process via Village accounting system.

**Action:** No formal vote taken. Lease language and cost structure were reviewed and will be forwarded to the full Board for consideration with minor edits.

## **7. Adjourn**

Meeting adjourned at approximately 6:45 PM.

### **Minutes submitted by:**

Michael McCormack, Chair

Public Safety & Protective Services Committee

**VILLAGE OF NORTH PRAIRIE  
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE  
MEETING MINUTES  
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153  
March 26TH, 2025 AT 4:00 P.M.**

1. Call to Order. **The meeting was called to order at 4:00 PM by Chair Michael P. McCormack.**
2. Roll Call. Present: **Trustee McCormack, Trustee Schroeder, Trustee Samuels.** In attendance was **Police Chief Tamez.**
3. Public Comment.  
At the sole discission of the Committee Chair, citizens are invited to make comments to the Committee, under the following procedures. Committee members should not be expected to discuss issues presented at this time, citizens, comments limited to 2 minutes each; in the event public comments exceed 15 minutes, the Committee will continue with the regular agenda and resume public comment after the Committee business has been completed, public comments on specific personnel matters are not appropriate subject for this forum and should be referred to the Village Office; any comments which may violate an individual right of an employee will not be permitted: **No Public comments were made.**
4. Approve Feb 12<sup>th</sup> meeting minuets: **Minuets were approved with the addition of adding the Police Chief in attendance.**
5. Police
  - a. Discussion and/or Action as Necessary: **Patrol hours update, administrative hours update, Clerical Hours: Discussion on patrol hours indicated a decline, with updates provided by the Chief regarding staffing and scheduling challenges. he Chief discussed the balance of administrative versus patrol hours, highlighting the need for adjustments to meet community safety needs. A review of clerical hours was presented, emphasizing the impact on police operations.**
  - b. Discussion and possible action as necessary: **Police Chief presentation on quotes for purchase of new computers, explanation on security reasons for upgrade, update on effect relating to Village of North Prairie Policy FIN 2025-0: The Chief presented quotes for the purchase of new computers, citing security reasons for the upgrade. Discussion on the necessity of updating technology to comply with Village of North Prairie Policy FIN 2025-01.  
\*\*Action:\*\* Motion to authorize the Chief to proceed with the purchase of new computers not to exceed the allocated budget of \$2,800. Motion seconded and carried.**
  - c. Discussion and possible action as necessary: **Update from Chief on police ordinances, strength/weakness for prosecuting: The Chief provided an update on police ordinances, discussing strengths and weaknesses related to prosecuting cases, highlighting concerns about the effectiveness of current ordinances. The police department said that about 70% of our Village ordinances are lacking teeth and the department would update 5 ordinances a month so we can get back on track.**
  - d.
6. Fire
  - a. Discussion and possible action as necessary: **Update on first 2 months of 2025 relating to usage the first two months of 2025 were reviewed, noting usage trends**

**and mutual aid responses. Discussion regarding communication with the Town/Village of Eagle about a three-year analysis.**

- b. Discussion and possible action as necessary: Any information relating to letter sent to Town/Village Eagle regarding 3-year analysis. **Tabled to next meeting.**

7. Court

- a. Discussion and possible action regarding previous meeting discussions: - **Ongoing issues with communication from the court and the impact on clerical workload was noted. Furthermore, there has been a lack of communication with the participating municipalities utilizing the Joint Municipal court that is housed in the Village of North Prairie.**

- 8. Adjourn. Motion to adjourn made at 6:03 PM. Motion seconded and carried.

March 26th, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

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