

**MEETING NOTICE AND AGENDA
VILLAGE OF NORTH PRAIRIE
Buildings & Grounds Committee-Amended
May 21, 2025, at 4:00 P.M.
Village Hall, 130 N. Harrison St.-Conference Room**

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Village of North Prairie Buildings and Grounds Committee, at which a quorum of the Village Board may be in attendance to gather information about subjects which they have decision making responsibility. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present.)

Call to Order
Roll Call

Approval of Minutes of April 16, 2025 meeting

1. Discuss / Action as required: Update on status and review Letter from Railroad Commissioners Office. Determine how to proceed with issues related to brush and trees that remain.
2. Discuss / Action as required: Update on Ferris / Pine Dr. project. Address any pending concerns.
3. Discuss / Action as required: Contract for Mowing WIS DOT at intersection of Main St and State Rd.
4. Discuss / Action as required: Quote for painting of light fixture stands in Broadlands Park parking areas.
5. Discuss / Action as required: Request by Friends of the North Prairie Native Gardens to have 2026 Spring Plant Sale at Village Hall Community Room.
6. Discuss / Action as required: Update from Friends of North Prairie Native Gardens.
7. Update previous discussion/action items: NPAA request to build a storage shed at upper level of Broadlands Park.
8. Discuss / Action as required: Status of Dave and part-time employees and work assignments.
9. Discuss / Action as required: Review DPW job description, discuss process to hire, and timeline.
10. Adjourn

May 13, 2025

Donna Samuels, Chair
Cheri Lampe Member
Dave Schroeder, Member

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.

Public Works, Buildings & Grounds Committee Meeting
Minutes from April 16, 2025
Village Hall, 130 N. Harrison
North Prairie, WI. 53153

Call to Order: 4:00 pm

Roll Call: Trustees Cheri Lampe, Dave Shroeder, Donna Samuels: Dave Molitor-DPW,
Dan Miresse arrived after the start of the meeting.

Minutes were provided from April 8, 2025, meeting. Dave S. made a motion to accept as
presented. Cheri seconded.

Motion carried.

1. Reviewed and discussed the NPAA Agreement with the Village. Concerns were that we have some understanding of any potential insurance issues that could arise from NPAA members using/traveling with the Kubota to work ball fields in Broadlands and Veterans Parks since they would need to travel roads. We feel adding the NPAA's ability to use village equipment and restrictions would be appropriate to do. Other than that, feel the agreement covered everything we felt it should. Donna made a motion to accept the NPAA agreement with recommendation to the Village Board provided we received directions from our insurance company confirming how best to handle the NPAA using our equipment and not placing unnecessary exposure to the Village. Dave S. seconded. No further discussion. **Motion carried.**

*** Prior to the meeting ending Evelyn had contacted our insurance company and the indicated the NPAA would need to provide a Certificate of Insurance naming the Village of North Prairie as an additional insured on their insurance policy. They also need to provide a Waiver of Sub-litigation to cover bodily harm, property and/or equipment damage.*

We reviewed the Field Use Agreement between Legacy Ball Club and the Village. Donna made a motion to accept the Agreement between Legacy and the Village as presented with a recommendation to the Village Board for approval. Dave S. seconded. No further discussion. **Motion carried.**

2. Reviewed the Contract for Mowing between the Village and Prairie Village Water Trust (PVWT). The price in prior years had been \$50.00 and billing was done either annually or bi-annually. Discussed an increase to \$55.00 per mowing and that billing is to be done quarterly. This is for the Pump House located at 309 Karin Dr. Donna made a motion to accept the contract for mowing with a recommendation to the Village Board for approval as presented. Dave S. seconded. No further discussion. **Motion Carried.**

We reviewed the Contract for Snow Removal and Salting between the Village and PVWT. This is at 2 locations: the main pump house on E. State Rd (Hwy 59) and

at 309 Karin Dr. Dave M. indicated they are done typically along with any plowing the Village does on their roads. He said it takes approximately 15 minutes to do both, and he will typically salt when doing it. Dave M. indicated the price has not increased for some period of time and that the equipment is being billed out much less than market rates. We discussed how to handle it and determined a charge of \$35.00 per plow (which includes both properties in entirety) and bill salt usage at \$110 per ton is a fair amount. Donna is going to check with the Town of Mukwonago to see what they are charged through their contract per hour. If there is a large discrepancy, figures may change. Donna made a motion to approve the contract with a recommendation to the Village Board with the changes noted above. Dave S. seconded. No further discussion. **Motion carried.**

3. Discussed the need to have all full-time and part-time employees complete, in much greater detail, what they do every day and how long it takes them to do what they are assigned. Donna stated she feels that for us to work toward an appropriate budget for 2026 we need to have much more detailed information. Dave M will be retiring in September, and this will help provide us with the information needed to determine the number of hours budgeted for PT help. At this point Dave M primarily does not do many physical functions of this position, which he confirmed most is being done by PT staff. With a new hire there should be a reasonable drop in PT help required as this person will be handling more of those activities. We talked to Evie, and she will consolidate the timesheet documents, so Dave M is only filling out one detailed form for both Evie and this committee. Donna made a motion to require all DPW Staff to complete in greater detail the specific jobs and time it takes to perform those duties. Cheri seconded the motion. It was then discussed how the DPW has been placed in positions by both the Board and by Dave M making decisions to do things that we maybe should not have been doing. The concern is we often do not have the appropriate knowledge by employees to do nor many times the appropriate equipment and we need to really look at the work being done or pushed to that department. No further discussion. **Motion carried.**
4. Discussed the light posts at Broadlands Park with the new light fixtures themselves being black but the posts being green with paint flacking and peeling. Dave M indicated he was planning on having the posts pressured washed and rolling them with paint. Dave S asked how tall the posts were, and Dave M felt they were about 12-14 feet. The concern is that we need a lift to safely complete this job and that we should reach out to Midwest Paint to see if they would do this at the same time, they are doing the tennis courts. Donna will reach out to Chad to discuss and find out schedule for tennis courts.
5. In a previous meeting we recommended changing the reporting for bulk water purchases from monthly to weekly as we had concerns about the completeness of reporting. Brinkman had requested this to be changed back and provided information on how they require drivers to turn in their sheets with water pick-

ups. Dave S. spoke to Evie and after she had had conversations with Brinkman, she feels comfortable with their reporting monthly. Donna made a motion to change the reporting of bulk water pick ups back to monthly. Dave S seconded the motion. **Motion carried.**

6. We had a conceptual plan from Jim Samuels to extend the pavilion at Broadlands to include an enclosed area that would be shared by the Village and the NPAA. We discussed the emailed questions from the NPAA and determined it would be difficult for the village to find funds to allow this to happen with the budget being as tight as it is. Jim Samules felt to have a contractor completed the work and material, it could cost around \$60-70,000 total. If just material and volunteers doing the building we would be looking at around \$25,000 at least. Dave M brought forward an idea to enclose a section of the pavilion that is already built and allow the NPAA to have full access as he doesn't know the Village would need any additional storage. Donna will reach out to Jim to discuss the possibility of doing this. She will then reach out to the NPAA with our committee discussion and Jim's thought on a build out. No action taken.
7. Brought forward discussion on past items and status: Blinds for the clerk's office will be installed 4/29/25. Need to get some sort of window tinting for those few areas that blinds won't cover. We discussed concerns about what may be happening at Prairie Village Park Pond. Kids who are fishing are not catching any pan fish (only the Pike), there are no minnows present whatsoever like in the past, and no frogs have been seen or heard around the pond. Aquatic Biologists will be coming back to clean the diffusers and Dave M is going to reach out to them to discuss our concerns and see if they may have any indication of what may be going on. Potential water test, freeze out of pond, or something else that may have/be occurring. Donna asked if we could please get the discarded picnic table (PV Park) and bench (Broadlands Park) taken care of. Dave M indicated tractor is going back to Proven Power to see what is possibly still leaking hydraulic fluid. Once he has that back he can put the forks on the tractor and take care of. Dave S asked about the tractor leak and if it was thought it is from work done prior or if this may be something new. This is unknown at this time. We did receive another quote to line the second tennis court with pickle ball lines. The cost is \$1100 from PLM. No funds this year are available so we will need to see about placement in the 2026 budget.
8. Donna made motion to adjourn at 6:12. Seconded by Dave S. **Motion carried.**

Respectfully submitted,

Donna Samuels
Public Works, Buildings & Grounds Chair



OFFICE OF THE
COMMISSIONER OF RAILROADS
STATE OF WISCONSIN

DON VRUWINK, COMMISSIONER

4822 Madison Yards Way
Suite 633
P.O. Box 7854
Madison, WI 53705-7854
Tel: (608) 261-8221
Fax: (608) 261-8220
ocr@wisconsin.gov
<http://ocr.wi.gov>

April 14, 2025

Virginia Keleher, Clerk/Treasurer
Village of North Prairie
130 N. Harrison Street
North Prairie, WI 53153
clerk@northprairiewi.gov

Dear Clerk Keleher,

On April 1, 2025, an investigator from the Office of the Commissioner of Railroads (Office) completed an inspection at the Wisconsin & Southern Railroad, L.L.C. crossing of Fairview Avenue (Crossing No. 391545G) in the village of North Prairie, Waukesha County under Office docket 9170-RX-339. The investigator's findings were as follows.

Parallel tracks advance warning sign (W10-4) on Danford Road. It was the investigator's finding that a parallel tracks advance warning sign has not been installed on Danford Road. See attached photo.

In the February 8, 2019, Final Decision in docket 9170-RX-339, Order Point No. 8 states: "The [V]illage of North Prairie shall install [an] advance warning sign (W10-4) on Danford Road eastbound at a distance from the intersection of Danford Road and Fairview Avenue in accordance with the MUTCD by June 30, 2019." (PSC REF#: 359251.)

Please have the parallel tracks advance warning sign installed within **10 days**.

Brush clearing / tree trimming. It was the investigator's finding that brush clearing / tree trimming was complete on private property in the northwest quadrant but incomplete in the southwest and southeast quadrants. See attached photos.

In the February 8, 2019, Final Decision, Order Point No. 10 states: "The [V]illage of North Prairie shall work with the property owner(s) at the northwest, southwest, and southeast quadrants to clear brush and trim trees within the triangles bounded by 330 feet down the railway and 330 feet down the highway by June 30, 2019." (PSC REF#: 359251.)

Please file copies of the letters sent to the property owner(s) to Electronic Records Filing (ERF) System within **10 days**. If the Village of North Prairie has any knowledge of why the property

owner(s) in the southwest and southeast quadrants did not complete brush clearing / tree trimming, please include a brief explanation.

Advance warning signs (W10-1) on Fairview Avenue. It was the investigator's finding that W10-1 advance warning signs are not present at the crossing. See attached photos.

Though not ordered in the February 8, 2019, Final Decision, advance warning signs are required at every at-grade public crossing under Manual on Uniform Traffic Control Devices (MUTCD) regulations. MUTCD Section 8B.06, Grade Crossing Advance Warning Signs (W10 Series), states, in part: "A Grade Crossing Advance Warning (W10-1) sign (see Figure 8B-4) shall be used on each highway in advance of every highway-rail grade crossing . . ." (with a few exceptions that do not apply at this crossing). The placement of the Grade Crossing AWS shall be in accordance with Section 2C.05 and Table 2C-4 located in the Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD).

Please have W10-1 advance warning signs installed on each approach to the Fairview Avenue crossing within **30 days**.

Thank you for your attention in this matter. Please complete the ordered work within the time specified above and send a confirmation email to ocr@wisconsin.gov when complete. If additional time is required to complete the ordered work, the Village of North Prairie must file a written extension to the docket and provide rationale for the delay via the Electronic Records Filing (ERF) System.

Sincerely,

Kimberly Lillegard

Kimberly Lillegard
Regulatory Specialist

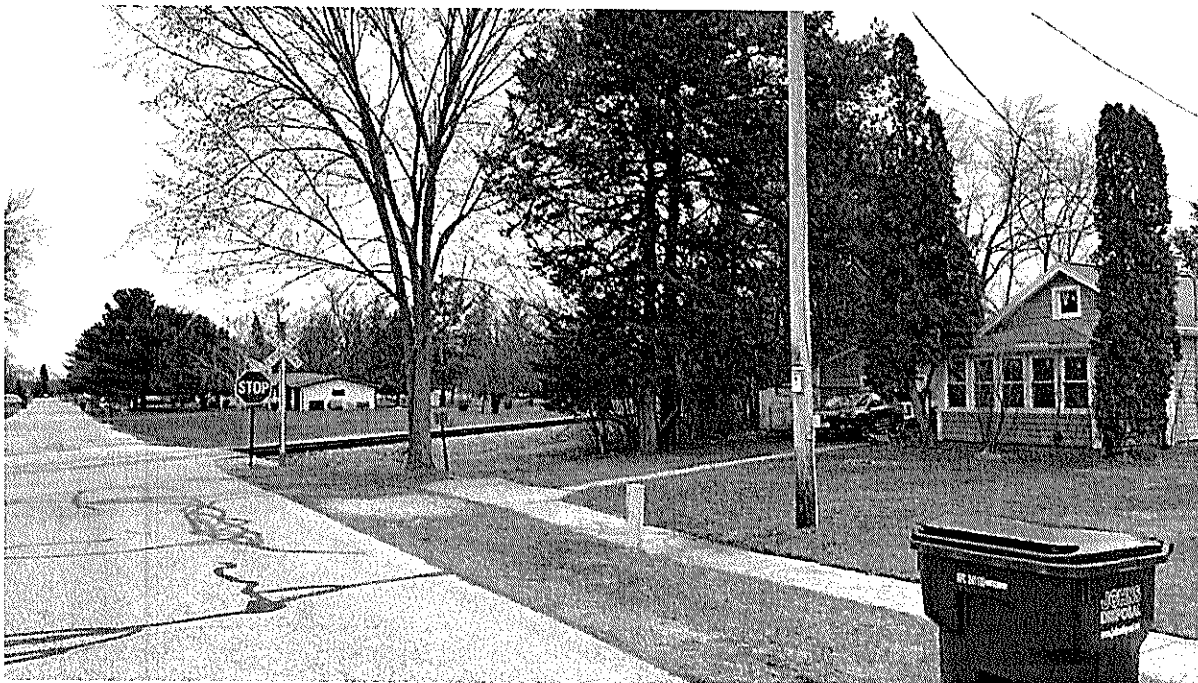
Attachment Fairview Avenue (391545G) Recheck Photos



There is no parallel advance warning sign present on Danford Road.



The property owner in the southwest quadrant has not completed brush clearing / tree trimming in the statutorily required area.



The property owner in the southeast quadrant has not completed brush clearing / tree trimming in the statutorily required area.



There is no W10-1 advance warning sign present on the northern approach.



There is no W10-1 advance warning sign present on the southern approach.



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221

E-Mail: dschofield@menomonie-wi.gov

May 5, 2025

Janice Neitzel
Plant Manager
3M
1425 Stokke Parkway
Menomonie, WI 54751

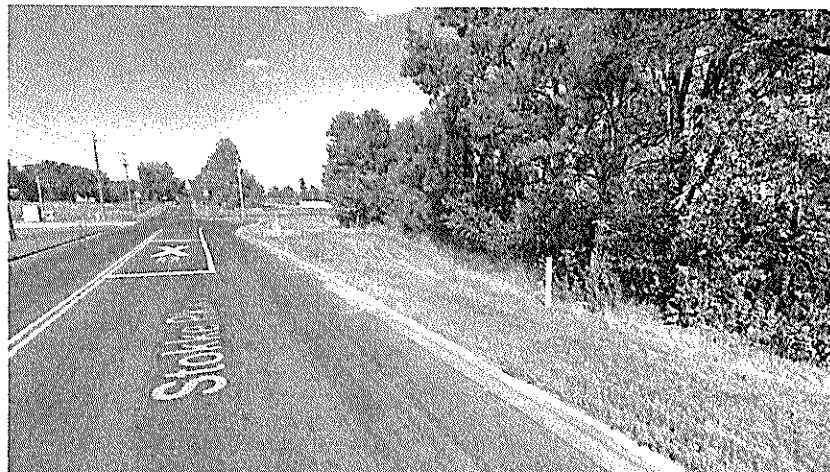
Ms. Neitzel,

I am writing regarding vegetation on the 3M Property adjacent to the Stokke Parkway and the Union Pacific Railroad Company crossing.

The Office of the Commissioner of Railroads ("OCR") recently completed an inspection of the crossing and noted, among other things, that vegetation upon the northwest corner of the 3M property restricts a driver's views of the tracks at the crossing which is a violation of Wis. Stats. 195.29(6).

I have enclosed a copy of OCR's letter.

I have provided, below, an image from Google Street View purportedly taken in September 2024 from Stokke Parkway looking north-northeasterly toward the Union Pacific Railroad tracks east of the crossing. The image seems to corroborate OCR's concern.



Wis. Stats 195.29(6) states (emphasis added):

(6) VIEW AT CROSSINGS; TREES AND BRUSH NEAR CROSSINGS; FORFEITURE. Every railroad shall keep its right-of-way clear of brush or trees for a distance of not less than 330 feet in each direction from the center of its intersection at grade with any public highway to provide an adequate view of approaching trains or railroad track equipment from the highway. Every municipality shall keep the public highways within its jurisdiction clear of brush and shall adequately trim all trees within 330 feet of the center of any railroad highway grade crossing. Every person or corporation owning or occupying any land adjacent to any railroad highway grade crossing shall keep all brush cut and adequately trim all trees on the land within the triangles bounded on 2 sides by the railway and the highway, and on the 3rd side by a line connecting points on the center lines of the railway and the highway, 330 feet from the intersection of the center lines. The office, upon its own motion, or upon any complaint to the effect that any work required by this subsection has not been performed, after due notice and hearing, may order the corporation, municipality or person at fault to perform the work; provided, however, that if the physical conditions at any crossing are such that the performance of the required work will not materially improve the view for highway traffic, or, if unreasonable loss would be caused thereby, the office may excuse the party in interest from performing the same. The office may also order the cutting of brush and the trimming of trees at private farm crossings as may be necessary and reasonable. If any person shall violate any provision of this section, or shall fail, neglect or refuse to obey any order made by the office under this section, or any judgment or decree made by any court upon such an order, for every such violation, failure or refusal such person shall forfeit not less than \$25 nor more than \$150.

OCR directed me to notify you of their concern, and give you 60 days to complete the brush clearing/tree trimming.

If you have any questions regarding Wis. Stats. 195.29(6), please feel free to reach out to OCR directly.

If you have any other questions, please do not hesitate to contact me at 715.232.2221x1020 or dschofield@menomonie-wi.gov

Respectfully Submitted,
CITY OF MENOMONIE



David Schofield
Director of Public Works

CC: Janice Neitzel, 3M, via e-mail jmneitzel@mmm.com
Kimberly Lillegard, OCR, via e-mail kimberlyr.lillegard@wisconsin.gov
Cheryl Miller, Town of Red Cedar, via e-mail clerk@redcedar.gov



OFFICE OF THE
COMMISSIONER OF RAILROADS
STATE OF WISCONSIN

DON VRUWINK, COMMISSIONER

4822 Madison Yards Way
Suite 633
P.O. Box 7854
Madison, WI 53705-7854
Tel: (608) 261-8221
Fax: (608) 261-8220
ocr@wisconsin.gov
<http://ocr.wi.gov>

May 1, 2025

Cheryl Miller, Clerk
Town of Red Cedar
E6477 490th Avenue
Menomonie, WI 54751
clerk@redcedar.gov

Dear Cheryl,

On April 23, 2025, an investigator from the Office of the Commissioner of Railroads (Office) completed an inspection at the Union Pacific Railroad Company (UP) crossing of Parkway Drive aka Stokke Parkway (183912P) in the Town of Red Cedar, Dunn County. The Office is the state agency responsible for making determinations of the adequacy of warning devices at railroad crossings. The investigator's findings were as follows.

Advance warning sign relocation. It was the investigator's finding that the advance warning signs on both approaches were too far from the crossing. See attached photos. Manual on Uniform Traffic Control Devices (MUTCD) Section 8B.06, Grade Crossing Advance Warning Signs (W10 Series), states: "A Grade Crossing Advance Warning (W10-1) sign (see Figure 8B-4) shall be used on each highway in advance of every highway-rail grade crossing . . ." (with a few exceptions that do not apply at this crossing). The placement of the grade crossing advance warning sign shall be in accordance with Section 2C.05 and Table 2C-4 of the Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD)¹ and WisDOT Standard Detail Drawing².

Please relocate the advance warning signs at a distance in accordance with WMUTCD standards within **30 days**.

Brush clearing / tree trimming on private property. It was the investigator's finding that trees and brush on private property in the northeast and southeast quadrants are restricting highway users' view of the tracks. See attached photos and map. Under Wis. Stat. § 195.29(6), every person or corporation owning or occupying any land adjacent to any railroad highway grade crossing shall keep all brush cut and adequately trim all trees on the land within the triangles bounded on two sides by the railway and the highway, and on the third side by a line connecting

¹ WMUTCD Chapter 2C

² WisDOT Standard Detail Drawing

Town of Red Cedar
Parkway Drive aka Stokke Parkway (183912P)
Page 2

points on the center lines of the railway and the highway, 330 feet from the intersection of the center lines.

Please identify and contact the private property owner in the northeast and southeast quadrants within **30 days**, providing them 60 days to complete the brush clearing/tree trimming.

Thank you for your attention in this matter. Please complete work within the time specified above and send a confirmation email to ocr@wisconsin.gov when the work is complete. The Office recommends that the Town of Red Cedar also conduct an inventory of railroad crossings under its jurisdiction and verify that each one complies with the specified railroad safety standards.

Sincerely,

Kimberly Lillegard

Kimberly Lillegard
Regulatory Specialist

Attachment Parkway Drive aka Stokke Parkway (183912P) Investigation Photos



The southbound advance warning sign was located too far from the crossing.



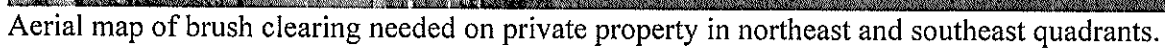
The northbound advance warning sign was located too far from the crossing.



Brush on private property in the northeast quadrant is restricting highway users' view of the tracks from the southbound traffic lane.



Trees and brush on private property in the southeast quadrant are restricting highway users' view of the tracks from the northbound traffic lane.



John Lean
118 N. Fairview Ave.
North Prairie, WI. 53153

5/21/2025

On April 14, 2025, we received a letter from the Office of the Commissioner of Railroads (OCR) indicating an inspection was completed at the Wisconsin & Southern Railroad, LLC crossing at Fairview Avenue (Crossing NO. 391545G) in the Village of North Prairie. This was a follow up to a Final Decision made February 8, 2019. They requested the Village contact the property owners of the investigators' findings. They are as follows:

Brush clearing and tree trimming need to be completed on the southwest and southeast quadrants on Fairview Ave. to not restrict a drivers' view of the tracks at the crossing which is a violation of Wis. Stats. 195.29(6). See included photo and area circled in red. I have included a copy of the OCR's letter for your records.

We have been directed, by the OCR, to notify you of the requirements and provide you with 60 days to complete the brush clearing/tree trimming. Should you have any questions contact the Office of the Commissioner of Railroads, Heather Graves (Analyst/Case Coordinator). You may reach her by calling 608-333-1638 or email her at heather.graves@wisconsin.gov.

Should you have any questions regarding this notice you may contact me at 262-337-0701.

Donna Samuels
Village of North Prairie Trustee
Chair, Buildings and Grounds Committee

Patrick Hayes
115 N. Fairview Ave.
North Prairie, WI. 53153

5/21/2025

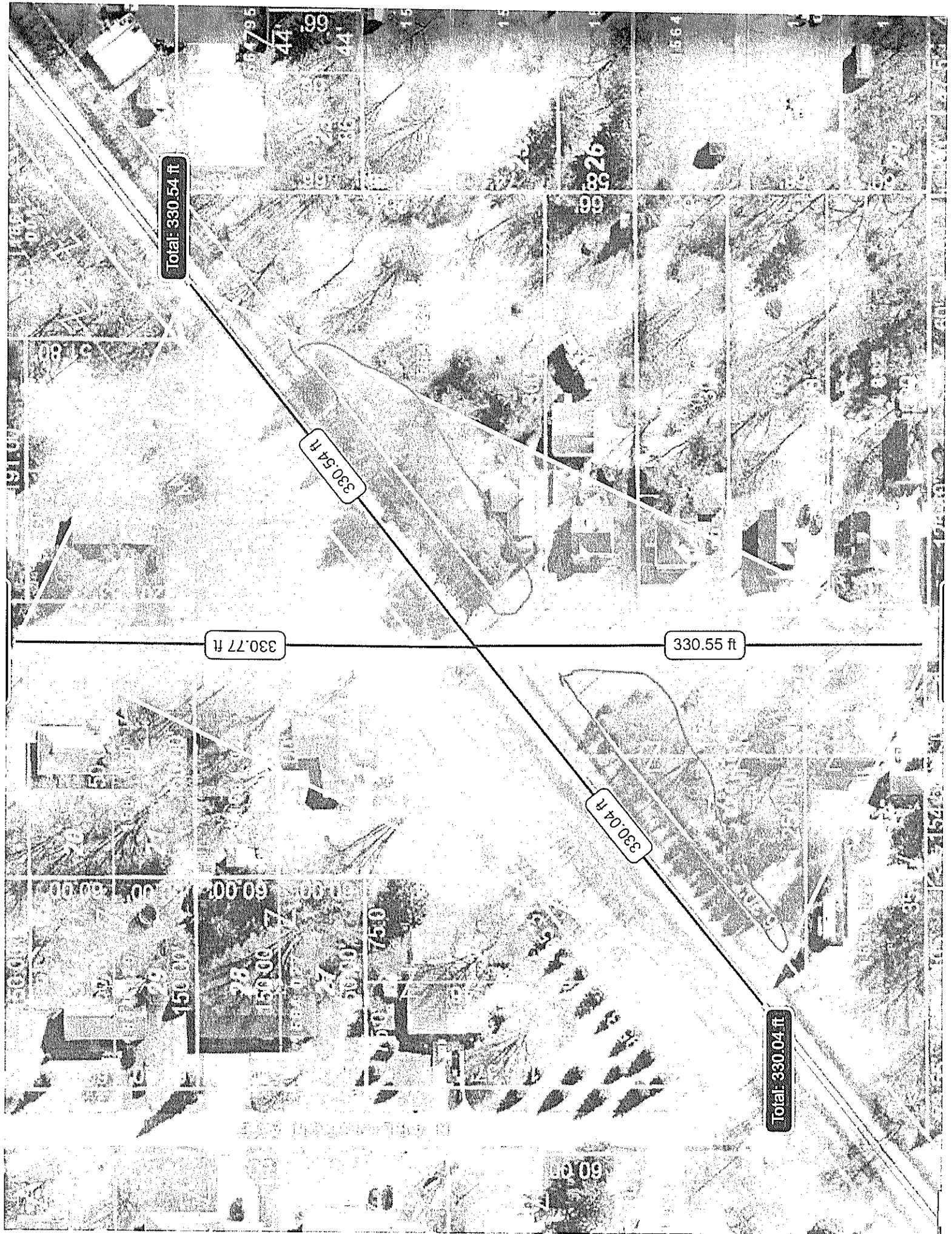
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Should you have any questions regarding this notice you may contact me at 262-337-0701.

Donna Samuels
Village of North Prairie Trustee
Chair, Buildings and Grounds Committee



<div> Proposal Midwest Painting Pros Exterior Painting Residential and Commercial</div>	<div>Chad Sievers Cell: 262.333.9695 Chad@Midwestpaintingpros.com P.O. Box 14 Genesee Depot, WI 53127</div>	<div>Date: April 21st, 2025 Village of North Prairie 4 Light Posts – Village Park Contact: Dave Molitor Cell: 262.470.9425 Village Hall: 262.392.2271 dave.molitor@northprairiewi.gov</div>
Full Workers Compensation	2 Year Limited Warranty	\$2,000,000 General Liability Insurance

GENERAL DESCRIPTION: 4 light Poles, Village Park

Exterior Res.

SCOPE OF WORK/OVERVIEW

Prep and Re-Paint 4 Light Posts at the Village Park by the Broadlands.
Each Post will need to be sanded down to bare metal. Prime and Paint

- Metal Prime Coat, Kem Kromic/Shercryl Metal Primer
- 2 Topcoats, DTM

Included Items: 4 Light Posts

Excluded Items: New Black LED Light Top

PREPARATION:

Sanding To Remove Old Product

INCLUDED Finish Coat Details

Surface Areas:	Manufacture/Paint Type	Colors	Coats
Light Posts	SW, Primer	Dark Gray	1
Light Posts	SW, Semi-Gloss, DTM	Black	2

CLEAN UP

To be completed in full daily and in upon job completion. All ladders down and stacked - Tools & equipment stored properly each evening in an acceptable, safe location determined by the customer and the Job Site Supervisor. We clean up daily and upon completion to make sure your property is "presentable" and perform a full clean-up when we are complete (including sweeping paint chips). The procedures performed to properly clean your house may create literally thousands of very small paint chips that are nearly impossible to fully clean up.

Notes/Misc.

CUSTOMER SERVICE COMMITMENT: The goal for this job is to provide the best customer experience possible. We are accomplished by being friendly and courteous, by making the client feel part of the process with daily updates and excellent communication, by doing things right the first time, and by respecting your property. We recognize that we are guests.

DECKS & STEPS ARE NOT WARRANTED: Horizontal surfaces take a beating from foot traffic, rain, ice, and snow and will show wear before anything else. Many customers choose to maintain them biannually or annually.

SAFETY: We require and practices safe working conditions for our customers and staff. We practice the following safety procedures including but not limited to: Occupational Safety & Health Administration (OSHA), Environmental Protection Agency (EPA), & Department of Health Services (DHS). In the event you ever witness a crew member not following safe practices please immediately call 262 408-1100

PAYMENT OPTIONS: Check or Cash

The customer acknowledges that this document, including ALL terms, constitutes the entire agreement between the parties and that any modifications must be made in writing. Payment is due upon completion of the project unless otherwise noted. Should customer default on payment, customer agrees to be responsible for all costs of collection, including court costs and reasonable attorney fees. Past due payments will accrue interest at one- and one-half percent per month.

PRICE OF INCLUDED ITEMS (All labor, paint, materials)


Total Amount: \$1,580

Deposit Amount: \$0

Balance Amount: \$1,580

Optional Items: Additional Costs:

N/A

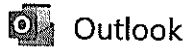
Painting Representative Signature:	Date:
<i>Chad Sievers</i>	4.21.2025
	
DECLARATION	
(I/WE) HAVE READ THE TERMS STATED HEREIN, THEY HAVE BEEN EXPLAINED TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY. AND HEREBY ACCEPT THEM	(I/WE) HAVE EXAMINED THE JOB STATED HEREIN, THEY HAVE BEEN SHOWN TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY, AND HEREBY ACCEPT THE JOB AS COMPLETE

SIGNATURE	DATE	SIGNATURE	DATE
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A Zero deposit is required on this commercial job unless other agreements have been made in writing. Unless in writing prior to the start of the project, the balance is due in full upon completion. Customer is expected to make themselves available for the "Walk Through" at the completion of the jobs. Painters will do their best to inform customers of a rough time frame when the job will be complete. A 2% late fee per month will be assessed on amounts due over thirty (30) days. Those with specific payment terms in writing the thirty (30) day will start based on those terms.

WISCONSIN "Right to Cure Law" Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project. Section 895.07 (2) and (3) of the Wisconsin statutes require you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file a lawsuit, and you must provide your contractor with the opportunity to make an offer to repair or remedy the alleged construction defect. The full brochure explaining the law and the proper steps to making a claim can be found on our website, or at <http://www.wisbuild.org/right-to-cure-law.html>

NOTICE OF LIEN RIGHTS: As required by the Wisconsin Construction Lien Law, Contractor hereby notifies owner that persons or companies furnishing labor or materials for the project on the owner's land may have lien rights on the owner's land and buildings if not paid. Those entitled to lien rights, in addition to the contractor, are those that contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the project. All customers are entitled to a lien waiver upon completion and payment for the job. Our crew's carry the form with them so please feel free to ask.



Outlook

Re: NPAA Notes for Village Meeting

From Donna Samuels <donna.samuels@northprairiewi.gov>

Date Wed 5/7/2025 8:40 AM

To NPAA Sports Director <npaasportsdirector@gmail.com>

Cc Village Clerk <clerk@northprairiewi.gov>; Dave Molitor <dave.molitor@northprairiewi.gov>

 5 attachments (9 MB)

Shed Plan side.jpeg; Broadlands Shed Location Close 1.jpeg; Shed Plan front.jpeg; Broadlands Shed Location Close 2.jpeg; Broadlands Shed Location Top View.png;

Matt,

Thanks for the response. We need to do a couple things regarding the shed...

1. I want to talk to the building inspector to get his ok
2. I will need to bring to Committee for approval of location and moving forward. I want to check to see if this needs to be a Board item as well before moving forward.

Dave, do you have any thoughts or concerns? Evie, same with you?

The agreement is on the agenda for action Thursday. Would you please have your appropriate power to be (Bobbie or ?) sign the document and get to Evie prior to the Board meeting tomorrow night. If you could email her and cc me that would be great.

Donna

Get [Outlook for iOS](#)

From: NPAA Sports Director <npaasportsdirector@gmail.com>

Sent: Wednesday, May 7, 2025 7:29:01 AM

To: Donna Samuels <donna.samuels@northprairiewi.gov>

Subject: NPAA Notes for Village Meeting

Good morning,

Agreement: The NPAA Board has reviewed the proposed Village / NPAA Agreement and is comfortable with that moving forward. Our President is working with our Insurance Carrier to get the changes / additions requested. We will update you when that has been finalized. We would like to thank the Village for continuing to work with the NPAA on our joint mission of "building community

through sports". The NPAA is committed to providing a recreational sports program to any / all families in the North Prairie area while also working to maintain and improve the current playing fields.

Volunteers: Who should we work with to be "trained" on the Kubota? Dave? Myself?

Shed: The NPAA would like to move forward with the "stand alone" option. Working a smaller shed into the pavilion at Upper Broadlands does not seem to be the best option and we would like to keep it open in case the village acquires more funds in the future and would like to expand the pavilion with some sort of storage / concessions / kitchen area. We would like permission to put up a 10x15 or 10x20 shed located at Upper Broadlands. There is a good location located just off the parking lot next to the basketball hoop. This area is basically level, out of the line of sight for most of the rest of the park, and allows the NPAA to store their soccer, baseball & field maintenance equipment in one location. With the added field maintenance that the NPAA is responsible for under the current agreement, this will make it easier to maintain both the soccer and baseball fields on a regular basis. The NPAA will cover 100% of the cost and the maintenance of this shed. Attached you can see an overhead view of the proposed location, two close up views, and proposed plans. We are ready to move forward with this project as soon as we have the green light from the village and can then remove the smaller shed that is falling apart currently located at Lower Broadlands.

Thank you and let me know if you have any other questions or need additional information.

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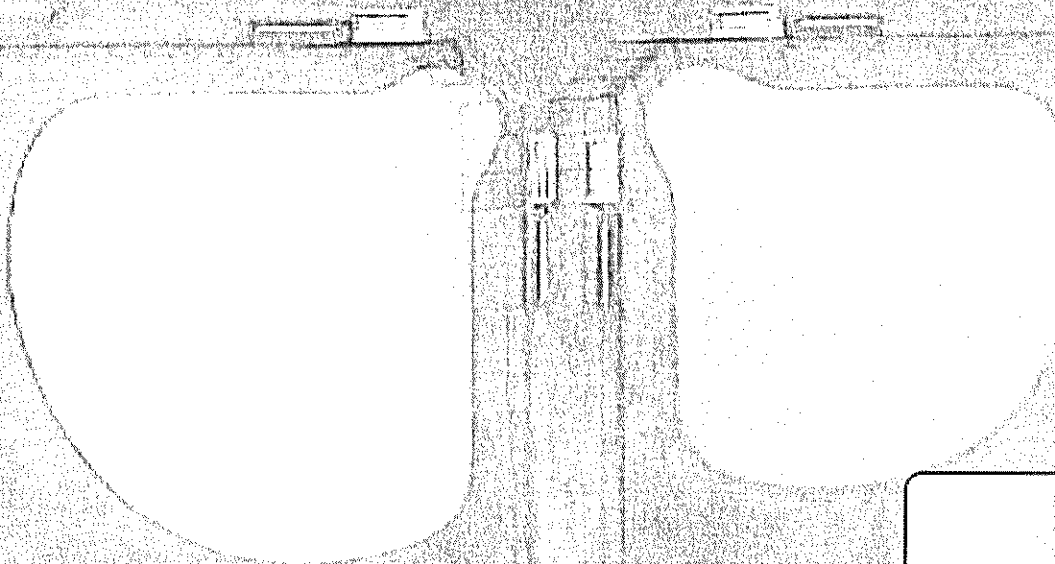
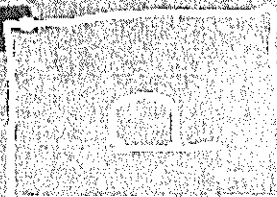
Matthew DeMarais

NPAA Sports Director

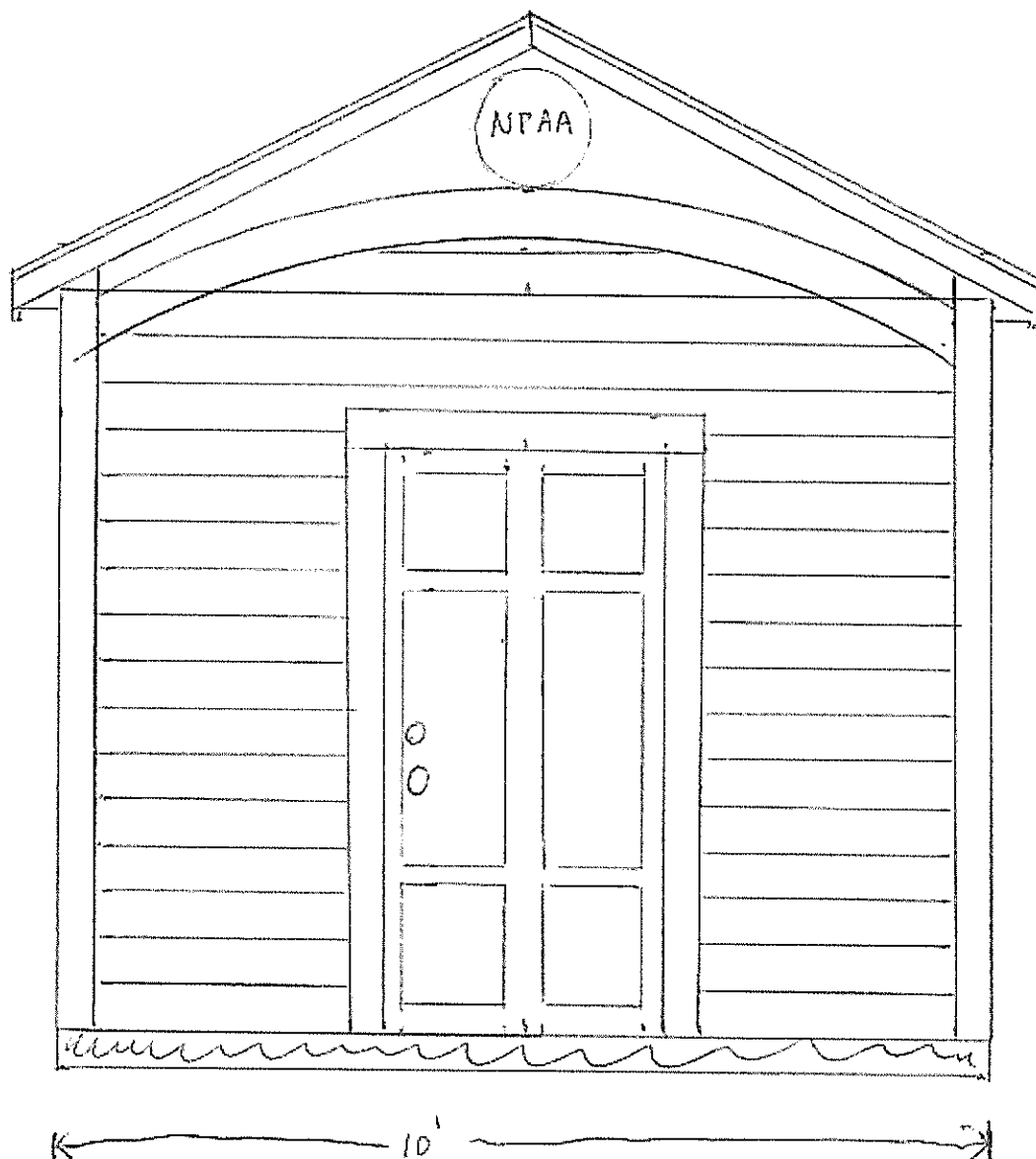
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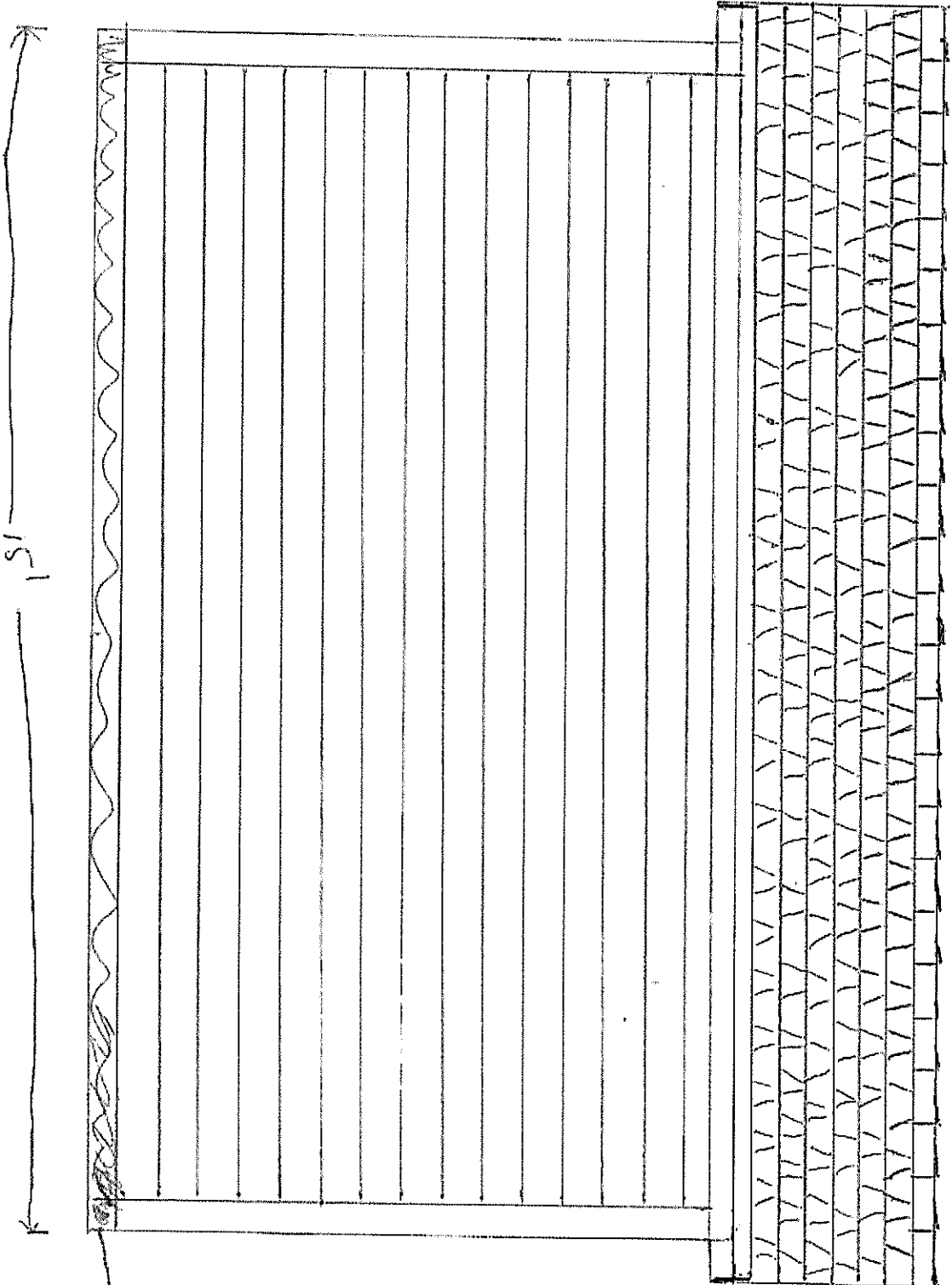
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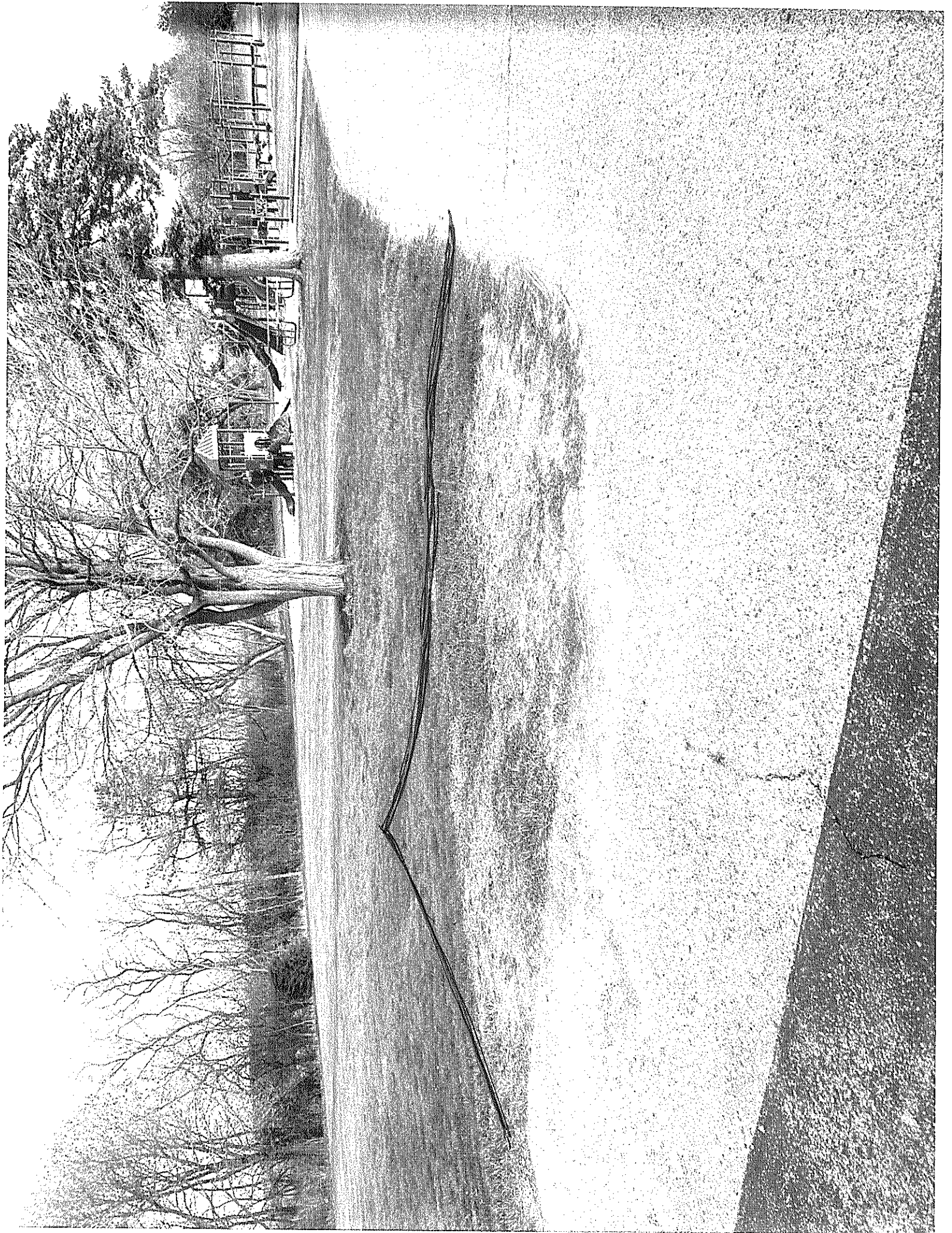
email: npaasportsdirector@gmail.com



1. 4" Concrete Slab 10 X 15
2. Arch to match Pavilion
3. 6" Lap Smartside (color to be decided)
4. Architectural dimensional shingles to match Pavilion
5. 36" 6 Panel Fiberglass Entry door
6. All trim to be Smartside









The Village of North Prairie, WI seeks a Full-Time Public Works Supervisor

The Village of North Prairie, Wisconsin (population 2,199) located in Waukesha County is seeking a full-time, highly qualified and motivated individual to fill the position of **Public Works Supervisor**. This vital leadership role is responsible for overseeing and managing the village's public works department ensuring the delivery of high-quality infrastructure services that support the growth and well-being of our community; and reports to the Village Administrator/Clerk/Treasurer.

Position Overview:

As the Public Works Supervisor, you will be responsible for overseeing the planning, development, maintenance, and management of the village's streets and roadways; parks and other municipal property; the village owned buildings and structures; operation and maintenance of village equipment and vehicles; and other public works related activities as needed. This position is a "working" supervisor that requires a blend of leadership, mechanical, and technical knowledge and skills, and the ability to collaborate with other village departments, contractors, and the community to deliver essential services. We are a rural community that has wells and septic systems. The Prairie Village Water Trust operates the water supply to some residents.

Working Conditions:

The job entails regular exposure to cold, heat, dust, fumes, precipitation and noise; frequent lifting of heavy loads; frequent bending, kneeling, stooping and standing; occasional evening and/or weekend work is required; requires 24-hour on-call status for emergency situations; long hours operating heavy equipment; ability to be on call 24/7 between Nov. 1st through April 30th for snow plowing.

Supervision:

This position is primarily self-supervised on a day-to-day basis. The position will have direct reporting responsibility to the Administrator/Clerk/Treasurer. This position supervises the part-time employees of the highway and parks departments. This person has frequent interaction/communication with the Administrator/Clerk/Treasurer and the Public Works Committee.

Requirements:

- Valid State of Wisconsin CDL
- Mechanical, welding, torching, and fabricating aptitude
- Ability to work with limited supervision
- Dependability
- Self-Starter
- Favorable background check as a condition of employment
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Key Responsibilities:

- Maintain all village streets, roadways, parking lots, and village sidewalks. Includes snow plowing, sanding, and salting, patching, crack sealing, sweeping and other maintenance as required.
- Maintain all village drainage ditches, and right of ways including cleaning out of drainage culverts, grading, and seeing of ditches, and other maintenance as required.
- Performs routine inspection and preventative maintenance on all public works equipment and vehicles. Maintenance will be limited by the availability of repair equipment and mechanical expertise.
- Refers defects and needed repairs to Chairperson of the Public Works Committee (budgeted or unbudgeted).
- Installs and maintains all street and road signs including street name signs, traffic control signs, warning and informational signs, other signs as needed.
- Placement and removal of village Christmas decorations, flags, and other approved decorations on village streets and property.
- Maintain all village parks and other public areas including grass cutting, weed control, tree trimming, trash removal, other maintenance as required.
- Maintain all village recreation facilities including soccer fields, baseball fields, tennis/basketball courts, playground areas and equipment, and other recreation areas as needed.
- Prepare all village recreational facilities for use as season require including placement and removal of picnic tables, opening and closing of park access.
- Maintains village owned buildings, properties, and structures including snow removal, ice control, general maintenance and repair, organization of storage areas, other duties as needed.
- Custodial and janitorial duties at Village Hall, and other village facilities as directed.
- Maintain logs of equipment, repairs, purchase, hours worked on specific tasks, etc. to aid in development of the public works budget.
- Attend training classes as directed by the Chairperson of the Public Works Committee.

- Acquire state and/or federal certifications as directed by the Chairperson of the Public Works Committee.
- Operation of all vehicles, equipment and tools required to perform the duties of this position
- Work a varied time schedule as required by assignment, duties, and/or season.
- Perform all duties in conformance to appropriate safety and security standards.
- Supervising part-time department staff, including recruitment, training, and performance management.
- Overseeing budgeting, purchasing, and procurement for public works projects.
- Ensuring compliance with village codes, regulations, and safety standards.
- Coordinating long-term planning for the village public works projects.
- Responding to community inquiries and concerns regarding public works issues.

**The first initial application deadline is Friday, July 21, 2025. The position will remain open until it is filled.*

VILLAGE OF NORTH PRAIRIE EMPLOYMENT PRACTICES:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Village of North Prairie will be based on experience, skills, ability, qualifications and training. North Prairie does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other characteristic protected by law.

The Village of North Prairie complies with the provisions of the Americans with Disabilities Act (ADA). The Village of North Prairie will not discriminate against any qualified employee or job applicant with respect to terms, privileges, or conditions of employment because of a person's physical or mental disability or a person's diseases such as AIDS or AIDS related virus, Sickle-Cell Trait, cancer, heart disease or other life-threatening illnesses or diseases. We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Village of North Prairie.

Before an offer of employment is tendered, a reference check will be completed to verify claims of educational attainment, previous employment and other information provided by the applicant. Final candidates will also be required to have a background investigation by the North Prairie Police Department and/or another law enforcement agency. Temporary employees must be approved by the Village Administrator prior to any offers of employment. Permanent employees must be approved by the Village of North Prairie Board of Trustees prior to any offer of employment. Newly hired employees must fill out all the required employment paperwork in the Administrator/Clerk/Treasurer's office prior to commencing work with the Village of North Prairie.

The Village of North Prairie strives to be a drug and controlled substance free workplace. Therefore, an applicant may be required to undergo a controlled substance screening at an occupational health facility as a condition of employment. A positive drug screening test will result in disqualification from further consideration for employment.