

VILLAGE OF NORTH PRAIRIE
PUBLIC HEARING & VILLAGE BOARD MEETING
July 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. Approval of Village Board Minutes: June 12, 2025
6. Reports: Building Inspector, Fire, Police and Public Works Department
7. **PUBLIC HEARING - To consider amending the Conditional Use Permit initially granted March 11, 1999, CSM#8544, Lot 2, known as the Broadlands with respect to permissible land uses on an undeveloped parcel (NPV 1563994), known as the Glens to accommodate two-family housing units as proposed.**
 - a) Public comments on the proposal to amend the conditional use permit.
 - b) Motion to Close the Public Hearing.
8. Discussion and/or Action: To approve the third amendment of the Conditional Use Permit for the Broadlands to allow two-family housing as proposed and recommended by the Plan Commission.
9. **PUBLIC COMMENT** – (No official action will be taken under Public Comment)
Note: Comments will be limited to 3 minutes per resident. Please state your name and address before speaking.
10. Discussion and/or Action: Status update from Mr. Steve Styza regarding The Glen at the Broadlands.
11. **VILLAGE PRESIDENT**
 - a) Discussion and/or Action: Regarding combined gap lot with existing homestead lot 7, located at W349 S4904 Kingdom Drive, Ottawa by owners Boyd & Susan Miller, per CSM, Town of Ottawa – Extra-Territorial as proposed by the Plan Commission.
 - b) Discussion and/or Action: Appointment of Committee members
 - c) Discussion and/or Action: Review Ordinance 02-2025 – Repeal and re-create Chapter 6 of the Municipal Code regarding Alcohol Licensing.
12. **VILLAGE ADMINISTRATOR/CLERK/TREASURER**
 - a. Report to the Board
 - b. Financial Reports June -- 2025

13. PUBLIC SAFETY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: Current and future structure of the Village of North Prairie Police Dept.
- c. Discussion and/or Action: Regarding the public information meeting

14. PUBLIC WORKS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.

15. COMMUNICATION & PERSONNEL COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.

16. FINANCE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: Review and approval monthly bills and payroll.
- c. Discussion and/or Action: Recommendation to approve the 2026 Exterior Re-Evaluation Contract with Associated Appraisal for the re-assessment.
- d. Discussion and/or Action: Recommendation to approve the 2026 Assessor Maintenance Contract with Associated Appraisal.

17. 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.

Submitted by:
Evelyn Etten
Administrator/Clerk/Treasurer
June 24, 2025

VILLAGE OF NORTH PRAIRIE
Village Board Minutes
June 12, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **Call to Order** – The meeting was called to order at 6:30 p.m.
2. **Roll Call** – Present: Trustee McCormack, Trustee Samuels, Trustee Schroeder, Trustee Lampe, Trustee Harman, Village President, Dan Miresse.
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting** – Administrator Etten confirmed proper notice of the meeting.
5. **Approval of Village Board Minutes:** April 10, 2025, May 8, 2025 & May 21, 2025 – Trustee Samuels requested some changes to the minutes. Trustee Samuels motioned to approve the April 10, May 8, and May 21, 2025, Village Board meeting minutes presented with the corrections as noted, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**
6. **Reports:** Building Inspector, Fire, Police and Public Works Department – **no action.**
7. **PUBLIC COMMENT** – Trustee Schroeder motioned to open public comments, seconded by Trustee Samuels, **motion carried, 6/0.** Given no public comments, Trustee Schroeder motioned to close public comment, seconded by Trustee Harman, no further discussion, **motion carried, 6/0.**

8. VILLAGE PRESIDENT

- a. Discussion and/or Action: Approval of the Certified Survey Map # 4468, Tax Key Number GNT 1547.973, submitted by Frank Schimpf on behalf of Scott and Sandra Messinger for land division of Lot 2 and Outlot 1 in the Town of Genesse as referred to the board by the Planning Commission –

Trustee Schroeder motioned to approve the Certified Survey Map # 4468, Tax Key Number GNT 1547.973, submitted by Frank Schimpf on behalf of Scott and Sandra Messinger for land division of Lot 2 and Outlot 1 in the Town of Genesse as referred to the board by the Planning Commission, second by Trustee Samuels, no further discussion, **motion carried, 6/0.**

- b. Discussion and/or Action: Request for approval of Torzala Brewing Company brewery permit extension submitted to the State of Wisconsin to be able to sell their beer at a family celebration on July 3, 2025, in Veteran's Park from 12:00 noon – 9:00 p.m. –

Trustee Samuels motioned to approve Torzala Brewing Company brewery permit extension submitted to the State of Wisconsin to be able to sell their beer at a family celebration on July 3, 2025, in Veteran's Park from 12:00 noon – 9:00 p.m. providing they provide a copy of the state permit and a certificate of insurance, naming the Village of North Prairie as an additional insured, seconded by Trustee Harman, no further discussion, **motion carried, 6/0.**

c. Discussion and/or Action: Appointment of Committee members per the Village President.

- Appoint Dave Schroeder as the Chair of the Fee & Finance Committee.
- Appoint Andy Harmann to fill the vacancy on the Fee & Finance Committee.
- Appoint Mike McCormack as the Chair of the Personnel & Policy Committee.
- Appoint Dan Miresse to fill the vacancy on the Personnel & Policy Committee.
- Discussion and/or Action: Remove Dave Schroeder from the Public Works Committee and appoint Andy Harmann to fill that position.

Trustee Samuels stated that she didn't think it was fair to ask one Trustee to Chair more than one committee, when other Trustees don't chair any committees. She agreed with all the appointments with the exception of Mike McCormack as the Chair of the Personnel & Policy Committee as he already chairs the Protective Services Committee and that is a lot. Trustee Lampe stated that she is on two committees now and can't take on anymore. Village President, Dan Miresse said, he could chair the Personnel & Policy Committee until we get the seventh Trustee in place. After that, committee assignments might change.

Village President Miresse motioned to:

- Appoint Dave Schroeder as the Chair of the Fee & Finance Committee.
- Appoint Andy Harmann to fill the vacancy on the Fee & Finance Committee.
- Appoint himself, Dan Miresse, to fill the vacancy and Chair of the Personnel & Policy Committee.
- Remove Dave Schroeder from the Public Works Committee and appoint Andy Harmann to fill that position.

Motion seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

d. This Item was more of an informational point to notify the Village Board of the change of time for the Personnel & Policy meeting from 8:30 a.m. to 4:30 p.m. on the third Tuesday of each month, no further discussion, **no action taken.**

e. Discussion and/or Action: Vacant Trustee position pursuant to Section 17.24 Wis. Stats. – Village President Miresse explained the different options to filling a Trustee vacancy on the board. He also explained that this appointment is different than the last one and how he feels the appointment should be made. Administrator Etten reminded the board that they first need to vote how they want to proceed with the vacancy – hold a special election, appointment, or leave the position vacant.

Trustee Samuels motioned to fill the vacant Trustee position by appointment, seconded by Trustee McCormack. Trustee Lampe.....no further discussion, **motion carried, 6/0.**

Trustee Samuels motioned to fill the appointment after receipt of "Letters of Interested Candidates", seconded by Trustee McCormack, discussion was held on a timeline of when the letters need to be received by the village. It was decided that letters must be received by June 27, 2025, and then the Village Board would hold a Special Board Meeting on June 30, 2025, (forgoing special board payment to trustees) so they can name a new trustee at the July 10th board meeting. Trustee Samuels amended her motion to fill the appointment after receipt of "Letters of Interested Candidates" by June 27th, so the board could hold a Special Board Meeting (forgoing payment to all trustees for special board meeting) on June 30, 2025. Trustee McCormack amended his second motion, no further discussion, **motion carried, 6/0.**

- f. Discussion and/or Action: Review Ordinance 02-2025 – Amending Chapter 6 of the Municipal Code regarding Alcohol Licensing – Discussion on this ordinance was held, it was decided to table this agenda item to the July 10th Village Board Meeting. Village Administrator Etten to provide a clean copy of the ordinance for review.

9. VILLAGE ADMINISTRATOR/CLERK/TREASURER

- a. Update regarding Deputy Clerk – Administrator Etten stated that she had hired a Deputy Clerk on May 13th and she resigned due to family matters on June 2, 2025. Administrator Etten offered the position to another candidate; Tracy Tipton and she started on May 29th. Tracy was a police department dispatcher for The Village of Mukwonago. Administrator Etten stated that she had met with the Personnel & Policy Committee to review and revise the ad and job description for the DPW Supervisor. The ad will be placed on the League of Municipalities website on June 13, 2025. They also set a timeline for hiring.
- b. Financial Reports May – 2025 – Included in the packet
- c. Public Hearing for the Amended PUD for the Glen at the Broadlands will be at 6:30 p.m. on July 10th at the regular Village Board Mtg.
- d. Approved Operator License Renewals for 2025-2026 – a list of approved operator's licenses was provided to the board.
- e. Discussion and/or Action: Combination Class "A" Beer and "Class A" Intoxicating Liquor License for the licensing year July 1, 2025- June 30, 2026, in the Village of North Prairie:
 - Rajwinder Singh, N8147 National Drive, Beaver Dam, WI 53916, Sukhdeep Garcha, Agent for North Prairie Market, LLC, d/b/a **Bill's Self Service & Mini Mart**, 102 East State Road, North Prairie, WI 53153.

Trustee Samuels motioned to approve the Combination Class "A" Beer and "Class A" Intoxicating Liquor License for the licensing year July 1, 2025- June 30, 2026, in the Village of North Prairie:

Rajwinder Singh, N8147 National Drive, Beaver Dam, WI 53916, Sukhdeep Garcha, Agent for North Prairie Market, LLC, d/b/a **Bill's Self Service & Mini Mart**, 102 East State Road, North Prairie, WI 53153 as noted, seconded by Trustee Schroeder. Trustee Samuels asked if their property taxes were paid and current. Administrator Etten confirmed yes. **Motion carried, 6/0.**

- f. Discussion and/or Action: Combination Class "B" Beer and "Class B" Intoxicating Liquor License for the licensing year July 1, 2025 - June 30, 2026, in the Village of North Prairie:
- Scott McGuire, 2843 Raintree Lane, Waukesha, WI 53189, Agent for D J P S, LLC, d/b/a **Sports Page Bar and Grill**, 117 N. Main Street, North Prairie, WI 53153.
 - Louis Yaeger IV, 332 N. Lapham Peak, Delafield, WI 53018, Agent for Broadlands Golf Club, LLC d/b/a **Broadlands Golf Club**, 18 Augusta Way, North Prairie, WI 53153.

Trustee Samuels motioned to approve Combination Class "B" Beer and "Class B" Intoxicating Liquor License for the licensing year July 1, 2025 - June 30, 2026, in the Village of North Prairie: Scott McGuire, 2843 Raintree Lane, Waukesha, WI 53189, Agent for D J P S, LLC, d/b/a **Sports Page Bar and Grill**, 117 N. Main Street, North Prairie, WI 53153 and Louis Yaeger IV, 332 N. Lapham Peak, Delafield, WI 53018, Agent for Broadlands Golf Club, LLC d/b/a **Broadlands Golf Club**, 18 Augusta Way, North Prairie, WI 53153 as noted, seconded by Trustee Harmann. Trustee Samuels asked if their property taxes were paid and current. Administrator Etten confirmed yes. **Motion carried, 6/0.**

- g. Discussion and Action regarding Cigarette License from July 1, 2025 - June 30, 2026, for the following:
- Bill's Self Service & Mini Mart - 102 E. State Road
 - Broadlands Golf Club - 18 Augusta Way

Trustee Harmann motioned to approve Cigarette License from July 1, 2025 - June 30, 2026, for Bill's Self Service & Mini Mart - 102 E. State Road and Broadlands Golf Club - 18 Augusta Way as noted, seconded by Trustee Samuels. Trustee Samuels asked if their property taxes were paid and current. Administrator Etten confirmed yes. **Motion carried, 6/0.**

10. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items -
- Trustee Schroeder discussed the KMFD contract comparison was originally based on per call volume. The committee plans to also include equalized value and population in the formula. **No action taken.**
- b. Discussion and/or Action: Current and future structure of the Village of North Prairie Police Dept. -

Trustee Schroeder stated the options the village has regarding the police department – stay as it is, restructure the department or partner with a neighboring community or Sheriff's Dept. In April, our patrol hours were averaging 8.0 hours/day. In May, the average dropped to 4.5 hours/day. There is less than 12% patrol coverage on the weekends, and we are relying on the Sheriff's Dept. for weekend coverage most weekends. **No action taken.**

- c. Discussion and/or Action: Regarding the public information meeting Trustee Schroeder invited residents to join the Public Safety Committee for an Informational Meeting scheduled on July 16th promptly at 10 am, 2 pm, and 6 pm which is open to the public for their input. There will be flyers mailed to all residents and businesses in the community. The committee encourages everyone to attend. **No action taken.**

11. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
Trustee Samuels reminded everyone of the upcoming rescheduled date for the Recycling Event, June 17 from 4-7 pm. The committee discussed and reviewed the proposed plans for a 10' x 15' permanent shed submitted by the NPAA in the upper Broadlands Park area for their equipment. This was approved by the Plan Commission on June 10, 2025. **No action taken.**
- b. Discussion and/or Action: Final report on Ferris Pine Road project
Trustee Samuels stated that the project was completed and even with a few hiccups, we were under budget. The last step is to have Ruekert and Mielke file the LRIP grant reports. **No action taken.**
- c. Discussion and/or Action: Update on the Community Dev'l. Block Grant –
Trustee Samuels stated that we will not be awarded any Community Dev'l. Block Grant funds for next year as the county did not feel our request for sidewalks fit the criteria for funding. The county suggested that we work with the property owner to see if we can accomplish the sidewalks. **No action taken.**
- d. Discussion and/or Action: Recommendation by committee and Plan Commission to approve the proposed shed located in the upper Broadland's for the North Prairie Athletic Association (NPAA) equipment –
Trustee Samuels stated that this item did not need to be approved by the board as it was approved by the Plan Commission on June 10, 2025. **No action taken.**

12. PERSONNEL & POLICY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: DPW Supervisor position hiring process and timeline - President Miresse discussed the hiring process for the DPW Supervisor's position. He stated the salary range is \$60,000 - \$75,000

depending on qualifications. It is anticipated that there will be a two-week overlap for training. Administrator Etten needs to clarify with the insurance company to verify whether the applicants are required to have a FED MED card and what class of CDL is required for operating the snowplow truck. Trustee Samuels asked for an more specific information/update to be added to the Special Board Mtg. regarding this position. Trustee Samuels motion to approve the posting of the DPW Supervisor position to the League of Municipality website, seconded by Trustee Harmann, no further discussion, **motion carried, 6/0.**

13. FINANCE & FEE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: Review and approval monthly bills and payroll – Trustee Schroeder motioned to approve the monthly bills, payroll, and tax liabilities totaling \$310,158.54, covering checks 20085-20158 and two void check #19994 (void/reissue) and #20126 and overrun, seconded by Trustee Samuels. Trustee Schroeder mentioned that payment to Wolf Paving for the Ferris/Pine Road Project was much of the large sum.
- c. Discussion and/or Action: Associated Appraisal for reassessment with recommendation – Trustee Schroeder stated that he wants to find out more about the re-assessment before presenting for a board vote. He said that the current maintenance cost of \$665/month will be increasing to \$1,000/month in 2026 and the cost of an "exterior only" re-assessment is \$42,500. We are below the allowable assessment percentage and we should plan to budget for this in 2026. Financing might be an option to cover the cost of the re-assessment. Trustee Schroeder said this item should be tabled to next month. **No action taken.**
- d. Discussion and/or Action: Road loan options with recommendation – Administrator Etten reported this item was not supposed to be on the agenda this month as it was a carry-over item from last month's meeting. **No action taken.**

- 14. Motion to Adjourn** – Trustee Samuels motioned to adjourn at 7:52 p.m., seconded by Trustee Schroeder, no further 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.

Evelyn Etten
Administrator/Clerk/Treasurer
June 6, 2025