

VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING – NOTICE & AGENDA
October 8, 2026 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

Announcement of possible closed session pursuant to Wisconsin State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; specifically, the positions of Administrator/Clerk/Treasurer and Deputy Clerk.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting**
5. **Public Comment:** *(No official action will be taken under Public Comment). Note: Comments should be limited to 3 minutes per resident. Please state your name before speaking).*
6. **Department and Committee Reports**
 - a. Administrator/Clerk/Treasurer
 - b. Building Inspector
 - c. DPW Supervisor
 - d. Kettle Moraine Fire District
 - e. Police Dept/Sheriff
 - f. President
 - g. Public Works
 - h. Public Safety
 - i. Communication and Personnel
 - j. Finance
7. **Consent Agenda** - *All items listed under the Consent Agenda will be approved in one motion without discussion unless any Board member requests that the item be removed for individual discussion and possible action. Any item(s) so removed shall be considered individually prior to consideration of any New Business Agenda items in the same order in which they were originally listed in the Consent Agenda.*
 - a. Approval of August 25, 2026, Special Village Board meeting minutes
 - b. Approval of September 10, 2026, Regular Village Board meeting minutes
 - c. Approval of September 21, 2026, Special Village Board meeting minutes
 - d. Approval of September 30, 2026, Special Village Board meeting minutes
 - e. Approve payment of the payroll and bills for the period September 1, 2026, through September 30, 2026, per the report submitted by the Village Administrator/Clerk/Treasurer
 - f. Operator/Bartenders License for the Sports Page: Lauren M. Maciosek
8. **Unfinished Business**
9. **New Business**
 - a. Discussion and/or Action: 2027 JMC Municipal Court Budget.
 - b. Discussion and/or Action: Waukesha County Salt Contract.
 - c. Discussion and/or Action: Proclamation – November is Deer Donation Month.
 - d. Discussion and/or Action: Community Survey regarding Police/Fire/EMS.
 - e. Discussion and/or Action: Feasibility Tool for Police Department.
 - f. Discussion and/or Action: Motion to go into Closed Session pursuant to WI State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, specifically the positions of Administrator/Clerk/Treasurer and Deputy Clerk.
Roll Call Vote:
 - g. Discussion and/or Action: Motion to reconvene into open session.

- h. Discussion and/or Action: As necessary for any items brought forward from the closed session.
- i. Discussion and/or Action: Notice of Retirement of Administrator/Clerk/Treasurer.
- j. Discussion and/or Action: Notice of Retirement of Deputy Clerk.
- k. Discussion and/or action as necessary: Job posting for Clerk/Treasurer position.
- l. Discussion and/or action as necessary: Temporary staffing needs for the Clerk's Office.

10. Announcements

The following individuals will be given the opportunity to make announcements at the meeting about (i) actions taken since the previous Village Board meeting, (ii) future Village activities and (iii) communications received from citizens. These matters will not be discussed or acted on, and Board members shall not comment on matters announced by others. Referrals may be made to committees and/or individuals.

- a. Village President Miresse
- b. Trustee Samuels
- c. Trustee Schroeder
- d. Trustee Harmann
- e. Trustee Hall
- f. Administrator/Clerk/Treasurer Etten

11. Adjournment

Published and Posted: October 5, 2026 - EAE

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.

VILLAGE OF NORTH PRAIRIE
Board Report – October 8, 2026
from the Village Administrator/Clerk/Treasurer

Administrator/Clerk/Treasurer's Office:

Staff Update:

- The Administrator/Clerk/Treasurer has submitted a letter of retirement, effective October 16, 2026
- The Deputy Clerk has submitted a letter of retirement, effective October 15, 2026
- The DPW Supervisor will be on vacation November 2 – November 6, 2026

Elections Dates:

Date	Description
10/20	In-Person Absentee Voting begins (Days/Hours: Mon. – Thurs., 9 am – 2 pm)
10/26 – 10/28	Public testing of election equipment
11/03	Election Day
11/04 – 11/06	Return Election Information to Waukesha County
11/04 – 11/15	In-Person Absentee Voting begins for November Special Election (Primary)
11/11 – 11/13	Public testing of election equipment
11/17	November – Special Election Day (Primary)
11/18 – 11/20	Return Election Information to Waukesha County
12/01 – 12/11	In-Person Absentee Voting begins for December Special Election
12/08 – 12/10	Public testing of election equipment
12/15	December - Special Election Day
12/16 – 12/18	Return Election Information to Waukesha County

Financial Reports:

September - 2026

Work In Progress:

- Update the employee handbook and policies
- Update job descriptions for board review and adoption
- Review current website and ADA compliance standards in the 2027 budget planning purposes
- RFP for rewrite of Zoning Code for consideration in the 2027 budget planning purposes
- RFP for Comprehensive Plan for consideration in the 2027 budget planning purposes

Reminders:

Committee Agendas: Please email agendas and 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.

Submitted by:

Evelyn Etten

Administrator/Clerk/Treasurer

October 5, 2026

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Nine Months Ending September 30, 2026

Date Printed: October 2, 2026

		<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Taxes</u>					
10-41110	PROPERTY TAX	806,454.00	806,454.00	\$ 806,454.00	0.00
10-41161	MANAGED FOREST LAN	11.00	11.00	350.00	(339.00)
		<u>806,465.00</u>	<u>806,465.00</u>	<u>806,804.00</u>	<u>(339.00)</u>
<u>Intergovernmental</u>					
10-43216	KMFD - REIMBURSE UTIL	7,843.89	7,843.89	8,000.00	(156.11)
10-43410	STATE SHARED REVENU	16,223.76	16,223.76	108,158.00	(91,934.24)
10-43411	EXEMPT COMPUTER AID	2,639.71	2,639.71	2,640.00	(0.29)
10-43412	PERSONAL PROPERTY AI	6,546.35	6,546.35	6,546.00	0.35
10-43420	FIRE INSURANCE DUES	17,124.78	17,124.78	16,223.00	901.78
10-43520	PUBLIC SAFETY GRANT	600.00	600.00	2,000.00	(1,400.00)
10-43521	POLICE TRAINING AIDS	0.00	0.00	750.00	(750.00)
10-43529	PUBLIC SAFETY AIDS	0.00	0.00	500.00	(500.00)
10-43531	TRANSPORTATION AIDS	62,521.95	62,521.95	50,047.00	12,474.95
10-43545	RECYCLING GRANTS	5,403.13	5,403.13	5,403.00	0.13
10-43791	VIDEO SERVICE PROVID	5,465.51	5,465.51	5,466.00	(0.49)
		<u>124,369.08</u>	<u>124,369.08</u>	<u>205,733.00</u>	<u>(81,363.92)</u>
<u>Regulation and Compliance</u>					
10-44100	LIQUOR/TOBACCO LICE	2,985.00	2,985.00	1,850.00	1,135.00
10-44101	CABLE FRANCHISE FEES	12,318.03	12,318.03	27,000.00	(14,681.97)
10-44200	ANIMAL LICENSES	1,414.09	1,414.09	1,400.00	14.09
10-44201	BARTENDER/OPER. LICE	475.00	475.00	1,000.00	(525.00)
10-44300	BUILDING PERMITS	32,987.88	32,987.88	35,000.00	(2,012.12)
10-44303	OTHER PERMITS	5,895.00	5,895.00	10,500.00	(4,605.00)
		<u>56,075.00</u>	<u>56,075.00</u>	<u>76,750.00</u>	<u>(20,675.00)</u>
<u>Charges for Services</u>					
10-45100	COURT FINES	2,690.70	2,690.70	21,188.00	(18,497.30)
10-46100	PUBLICATION FEES	270.22	270.22	250.00	20.22
10-46101	ENGINEERING FEES REI	255.00	255.00	3,000.00	(2,745.00)
10-46102	LEGAL FEES REIMBURSE	2,271.30	2,271.30	5,000.00	(2,728.70)
10-46103	SPEC ASSESSMENT LTRS	1,825.00	1,825.00	1,200.00	625.00
10-46104	PARKING TICKETS	151.75	151.75	0.00	151.75
10-46105	BACKGROUND CKS	400.00	400.00	700.00	(300.00)
10-46106	PLANNING FEES REIMBU	0.00	0.00	500.00	(500.00)
10-46109	MISC CHARGES FOR SER	1,360.00	1,360.00	500.00	860.00
10-46290	PROPERTY CLEANUP	0.00	0.00	250.00	(250.00)
10-46324	HIGHWAY SERVICES	1,460.70	1,460.70	0.00	1,460.70
10-46325	HOUSE NUMBERS	0.00	0.00	120.00	(120.00)
10-46720	PARK FEES	1,750.00	1,750.00	1,200.00	550.00
10-46721	HARVEST FEST - FIREWO	0.00	0.00	5,000.00	(5,000.00)
10-46750	BASEBALL PROGRAM	2,405.00	2,405.00	2,760.00	(355.00)
10-46751	SOCCER PROGRAM	425.00	425.00	0.00	425.00
10-47320	HWY - SERVICES & SNO	560.00	560.00	2,800.00	(2,240.00)
10-47322	SHARED MUNI. COURT C	0.00	0.00	37,931.00	(37,931.00)
10-47324	FIRE AND AMBULANCE T	474.03	474.03	0.00	474.03
		<u>16,298.70</u>	<u>16,298.70</u>	<u>82,399.00</u>	<u>(66,100.30)</u>

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

<u>Interest</u>		<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
10-48110	INTEREST ON INVESTME	26,145.11	26,145.11	30,000.00	(3,854.89)
		26,145.11	26,145.11	30,000.00	(3,854.89)

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Miscellaneous</u>				
10-48200 VILLAGE HALL RENTAL	4,250.00	4,250.00	6,200.00	(1,950.00)
10-48301 SALE OF ASSETS	22,863.00	22,863.00	100.00	22,763.00
10-48450 INSURANCE DIVIDENDS	481.00	481.00	600.00	(119.00)
10-48500 DONATIONS	728.41	728.41	250.00	478.41
10-48503 DONATIONS - POLICE	0.00	0.00	350.00	(350.00)
10-48900 SALE OF WATER	15,960.00	15,960.00	32,000.00	(16,040.00)
10-48999 MISCELLANEOUS	0.00	0.00	100.00	(100.00)
	<u>44,282.41</u>	<u>44,282.41</u>	<u>39,600.00</u>	<u>4,682.41</u>

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

		<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Other Financing Sources</u>					
10-49100	PROCEED OF LONG-TER	527,500.00	527,500.00	527,500.00	0.00
		527,500.00	527,500.00	527,500.00	0.00
Total Revenues		1,601,135.30	1,601,135.30	\$ 1,768,786.00	(167,650.70)

Village of North Prairie
General Fund - Statement of Expenditures
For the Nine Months Ending September 30, 2026

Date Printed: October 2, 2026

		<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
<u>General Government</u>					
<u>Village Board</u>					
10-51100-100	VILLAGE BOARD SALARI	15,092.67	15,092.67	14,800.00	(292.67)
10-51100-130	SOCIAL SECURITY	1,171.81	1,171.81	1,132.00	(39.81)
10-51100-310	LEAGUE MEMBERSHIP	0.00	0.00	1,713.00	1,713.00
10-51100-321	MEETINGS AND SEMINA	70.00	70.00	500.00	430.00
		16,334.48	16,334.48	18,145.00	1,810.52
<u>Municipal Justice</u>					
10-51200-100	MUNICIPAL JUSTICE SAL	4,500.00	4,500.00	6,000.00	1,500.00
10-51200-120	MUNICIPAL COURT CLERK	6,489.07	6,489.07	12,600.00	6,110.93
10-51200-125	ASSISTANT CLERK	3,302.57	3,302.57	4,160.00	857.43
10-51200-126	TEMPORARY HELP - BAL	562.80	562.80	1,200.00	637.20
10-51200-127	VNP - STAFFING	0.00	0.00	3,600.00	3,600.00
10-51200-130	SOCIAL SECURITY	1,093.31	1,093.31	2,500.00	1,406.69
10-51200-220	UTILITIES RENT & MAIN	482.66	482.66	5,750.00	5,267.34
10-51200-310	SUPPLIES AND EXPENSE	312.00	312.00	2,000.00	1,688.00
10-51200-322	EDUCATION AND TRAINI	800.00	800.00	1,500.00	700.00
10-51200-326	DUES AND SUBSCRIPTIO	62.99	62.99	100.00	37.01
10-51200-327	COMPUTER EXPENSES	1,200.00	1,200.00	1,200.00	0.00
10-51200-328	BONDS & VISITING JUDG	0.00	0.00	100.00	100.00
10-51200-810	NEW EQUIPMENT	0.00	0.00	1,000.00	1,000.00
		18,805.40	18,805.40	41,710.00	22,904.60
<u>Legal</u>					
10-51300-210	LEGAL COUNSEL	10,238.65	10,238.65	15,530.00	5,291.35
10-51300-211	LEGAL COUNSEL-REIMB	5,414.70	5,414.70	5,000.00	(414.70)
10-51300-212	MUNICIPAL COURT	765.30	765.30	3,500.00	2,734.70
		16,418.65	16,418.65	24,030.00	7,611.35
<u>Clerk/Treasurer</u>					
10-51420-100	CLERK/TREASURER SAL	70,500.00	70,500.00	94,500.00	24,000.00
10-51420-110	DEPUTY CLERK	12,935.00	12,935.00	18,180.00	5,245.00
10-51420-130	SOCIAL SECURITY	6,551.48	6,551.48	8,620.00	2,068.52
10-51420-131	HEALTH INSURANCE	4,892.50	4,892.50	6,615.00	1,722.50
10-51420-135	RETIREMENT BENEFIT	5,118.29	5,118.29	6,804.00	1,685.71
10-51420-137	FTE INSURANCES	312.75	312.75	500.00	187.25
10-51420-200	DATA PROCESSING	2,954.57	2,954.57	5,000.00	2,045.43
10-51420-202	DOJ - BACKGROUND CKS	294.00	294.00	700.00	406.00
10-51420-233	OFFICE EQUIPMENT MAI	2,428.64	2,428.64	2,200.00	(228.64)
10-51420-310	OFFICE SUPPLIES	3,137.37	3,137.37	4,800.00	1,662.63
10-51420-315	WEB SITE DEVELOPMEN	397.50	397.50	1,000.00	602.50
10-51420-320	PUBLICATION FEES	1,335.29	1,335.29	1,200.00	(135.29)
10-51420-325	TRAINING	0.00	0.00	500.00	500.00
10-51420-328	MILEAGE	284.20	284.20	500.00	215.80
		111,141.59	111,141.59	151,119.00	39,977.41
<u>Elections</u>					
10-51440-100	POLL WORKERS	3,000.00	3,000.00	4,500.00	1,500.00
10-51440-130	SOCIAL SECURITY	38.25	38.25	100.00	61.75
10-51440-310	SUPPLIES AND EXPENSE	1,700.74	1,700.74	2,500.00	799.26
		4,738.99	4,738.99	7,100.00	2,361.01

Accounting

Village of North Prairie
General Fund - Statement of Expenditures
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
10-51510-211 AUDIT	17,184.86	17,184.86	17,000.00	(184.86)
10-51510-212 SPECIAL ACCOUNTING	9,900.00	9,900.00	10,000.00	100.00
10-51510-213 CONTRACTED SRVS - AC	1,675.00	1,675.00	4,801.00	3,126.00
	<u>28,759.86</u>	<u>28,759.86</u>	<u>31,801.00</u>	<u>3,041.14</u>

Village of North Prairie
General Fund - Statement of Expenditures
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Assessor				
10-51530-100 CONTRACTED SERVICES	9,000.00	9,000.00	12,000.00	3,000.00
10-51530-105 MANUFACTURING ASSE	0.00	0.00	700.00	700.00
10-51530-115 BOARD OF REVIEW	400.62	400.62	125.00	(275.62)
10-51530-390 REVALUATION	42,983.93	42,983.93	42,500.00	(483.93)
	52,384.55	52,384.55	55,325.00	2,940.45
Village Hall				
10-51600-201 QSEHRA - ADMIN	700.00	700.00	0.00	(700.00)
10-51600-220 NATURAL GAS	2,118.05	2,118.05	2,500.00	381.95
10-51600-221 ELECTRICITY	3,956.62	3,956.62	6,500.00	2,543.38
10-51600-222 TELEPHONE	2,270.62	2,270.62	2,000.00	(270.62)
10-51600-223 WATER	125.00	125.00	250.00	125.00
10-51600-233 REPAIRS & MAINTENAN	2,169.15	2,169.15	5,000.00	2,830.85
10-51600-234 BLDGS. & GROUNDS MAI	139.22	139.22	0.00	(139.22)
10-51600-239 MISC. - BANK FEES	36.00	36.00	200.00	164.00
10-51600-310 SUPPLIES AND EXPENSE	1,547.70	1,547.70	5,000.00	3,452.30
	13,062.36	13,062.36	21,450.00	8,387.64
Insurance				
10-51930-510 INSURANCE	27,343.00	27,343.00	35,314.00	7,971.00
	27,343.00	27,343.00	35,314.00	7,971.00
Other General Government				
10-51980-340 HARVEST FEST FIREWOR	0.00	0.00	5,000.00	5,000.00
10-51980-349 MISC. EXPENSES	71.00	71.00	101.00	30.00
	71.00	71.00	5,101.00	5,030.00

Village of North Prairie
General Fund - Statement of Expenditures
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Total General Government	289,059.88	289,059.88	391,095.00	102,035.12
<u>Public Safety</u>				
<u>Police</u>				
10-52100-100 SALARIES - PATROL	27,770.25	27,770.25	78,000.00	50,229.75
10-52100-110 SALARIES - ADMIN	17,231.75	17,231.75	52,000.00	34,768.25
10-52100-130 SOCIAL SECURITY	3,405.04	3,405.04	9,945.00	6,539.96
10-52100-222 TELEPHONE	1,993.12	1,993.12	2,800.00	806.88
10-52100-231 SQUAD REPAIRS AND M	585.71	585.71	1,000.00	414.29
10-52100-310 OFFICE SUPPLIES - ADMI	311.46	311.46	1,800.00	1,488.54
10-52100-322 TRAINING	91.43	91.43	1,400.00	1,308.57
10-52100-323 CERTIFICATION	0.00	0.00	82.00	82.00
10-52100-325 RANGE QUALIFICATIONS	0.00	0.00	800.00	800.00
10-52100-326 DUES AND SUBSCRIPTIO	1,191.81	1,191.81	775.00	(416.81)
10-52100-340 SUPPLIES & EXPENSE - P	927.07	927.07	6,081.00	5,153.93
10-52100-341 UNIFORMS	0.00	0.00	1,500.00	1,500.00
10-52100-342 RADIO	5,135.57	5,135.57	5,100.00	(35.57)
10-52100-343 GASOLINE	535.42	535.42	3,000.00	2,464.58
10-52100-349 MISCELLANEOUS	197.99	197.99	500.00	302.01
10-52100-810 NEW EQUIPMENT	3,435.00	3,435.00	0.00	(3,435.00)
	62,811.62	62,811.62	164,783.00	101,971.38
<u>Fire and Rescue</u>				
10-52200-220 UTILITIES	10,199.48	10,199.48	10,000.00	(199.48)
10-52200-232 EQPT REPAIRS AND MAI	1,403.63	1,403.63	0.00	(1,403.63)
10-52200-234 BUILDING & GROUNDS	145.77	145.77	1,500.00	1,354.23
10-52200-299 CONTRACTED SERVICES	303,524.00	303,524.00	303,544.00	20.00
10-52200-300 FIRE DUES - 2%	17,124.78	17,124.78	16,223.00	(901.78)
	332,397.66	332,397.66	331,267.00	(1,130.66)
<u>Inspection</u>				
10-52400-120 INSPECTION FEES	23,415.79	23,415.79	29,750.00	6,334.21
10-52400-340 SUPPLIES AND EXPENSE	96.93	96.93	150.00	53.07
	23,512.72	23,512.72	29,900.00	6,387.28
Total Public Safety	418,722.00	418,722.00	525,950.00	107,228.00
<u>Highway and Transportation</u>				
<u>Operations and Maintenance</u>				
10-53311-100 FULL-TIME	28,125.00	28,125.00	37,500.00	9,375.00
10-53311-110 PART-TIME	2,372.46	2,372.46	3,000.00	627.54
10-53311-130 SOCIAL SECURITY	4,936.55	4,936.55	3,098.00	(1,838.55)
10-53311-131 HEALTH INSURANCE	8,510.19	8,510.19	2,625.00	(5,885.19)
10-53311-135 RETIREMENT BENEFIT	450.00	450.00	2,700.00	2,250.00
10-53311-137 FTE INSURANCES	312.75	312.75	500.00	187.25
10-53311-343 FUEL	1,645.58	1,645.58	2,510.00	864.42
10-53311-344 VEHICLE MAINTENANCE	2,576.27	2,576.27	6,000.00	3,423.73
10-53311-349 SUPPLIES AND EXPENSE	366.11	366.11	3,000.00	2,633.89
10-53311-370 ROAD REPAIRS AND MAI	800.93	800.93	2,500.00	1,699.07
10-53311-371 ROAD SIGNS AND MARKI	49.99	49.99	600.00	550.01
10-53311-372 SNOW AND ICE CONTRO	10,598.93	10,598.93	17,281.00	6,682.07
10-53420-221 STREET LIGHTING	11,131.53	11,131.53	13,500.00	2,368.47

Village of North Prairie
General Fund - Statement of Expenditures
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
	71,876.29	71,876.29	94,814.00	22,937.71
	0.00	0.00	0.00	0.00
<u>Sanitation and Social Services</u>				
<u>Refuse Disposal</u>				
10-53620-290 REFUSE DISPOSAL	80,848.20	80,848.20	121,158.00	40,309.80
	80,848.20	80,848.20	121,158.00	40,309.80

Village of North Prairie
General Fund - Statement of Expenditures
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Recycling				
10-53635-290 RECYCLING GRANT EXP	34,503.72	34,503.72	51,707.00	17,203.28
10-53635-291 RECYCLING - ADVERTISI	0.00	0.00	450.00	450.00
	<u>34,503.72</u>	<u>34,503.72</u>	<u>52,157.00</u>	<u>17,653.28</u>
Weed Control				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Water System Maintenance				
10-52250-237 PUMP HOUSE	10,699.26	10,699.26	1,200.00	(9,499.26)
	<u>10,699.26</u>	<u>10,699.26</u>	<u>1,200.00</u>	<u>(9,499.26)</u>
Animal Control				
10-54100-290 ANIMAL IMPOUNDING F	1,340.59	1,340.59	1,200.00	(140.59)
	<u>1,340.59</u>	<u>1,340.59</u>	<u>1,200.00</u>	<u>(140.59)</u>
Civic Pride				
10-56700-290 CIVIC PRIDE	40.00	40.00	75.00	35.00
	<u>40.00</u>	<u>40.00</u>	<u>75.00</u>	<u>35.00</u>
Service to Aging				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Sanitation & Social Services				
	<u>199,308.06</u>	<u>199,308.06</u>	<u>270,604.00</u>	<u>71,295.94</u>
<u>Parks and Recreation</u>				
Parks				
10-55200-100 FULL-TIME	28,125.00	28,125.00	37,500.00	9,375.00
10-55200-110 PART-TIME	3,728.60	3,728.60	5,837.00	2,108.40
10-55200-130 SOCIAL SECURITY	300.27	300.27	3,315.00	3,014.73
10-55200-131 HEALTH INSURANCE	3,051.84	3,051.84	2,625.00	(426.84)
10-55200-135 RETIREMENT BENEIFT	3,588.72	3,588.72	2,700.00	(888.72)
10-55200-220 UTILITIES	3,008.30	3,008.30	3,400.00	391.70
10-55200-232 EQUIPMENT MAINTENA	3,810.94	3,810.94	4,000.00	189.06
10-55200-234 BLDG AND GROUNDS M	7,000.22	7,000.22	17,800.00	10,799.78
10-55200-340 SUPPLIES AND EXPENSE	735.17	735.17	2,250.00	1,514.83
10-55200-343 GASOLINE	2,393.65	2,393.65	2,510.00	116.35
10-55200-349 MISCELLANEOUS	155.49	155.49	0.00	(155.49)
	<u>55,898.20</u>	<u>55,898.20</u>	<u>81,937.00</u>	<u>26,038.80</u>
Recreation				
10-55300-340 SUPPLIES AND EXPENSE	519.00	519.00	0.00	(519.00)
	<u>519.00</u>	<u>519.00</u>	<u>0.00</u>	<u>(519.00)</u>
Total Parks & Recreation				
	<u>56,417.20</u>	<u>56,417.20</u>	<u>81,937.00</u>	<u>25,519.80</u>
Conservation and Development				
10-56300-100 SALARIES - PLAN COMM	800.00	800.00	1,200.00	400.00

Village of North Prairie
General Fund - Statement of Expenditures
For the Nine Months Ending September 30, 2026
Date Printed: October 2, 2026

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
10-56900-213 ENGINEERING FEES	0.00	0.00	2,000.00	2,000.00
10-56900-214 ENGINEERING FEES-REI	13,552.84	13,552.84	3,000.00	(10,552.84)
10-56900-215 NR 216 COMPLIANCE	8,098.00	8,098.00	7,000.00	(1,098.00)
10-56900-216 PLANNER FEES	0.00	0.00	500.00	500.00
10-56900-217 PLANNER FEES-REIMBU	0.00	0.00	500.00	500.00
	22,450.84	22,450.84	14,200.00	(8,250.84)
 Unclassified				
	0.00	0.00	0.00	0.00
 <u>Capital Outlays</u>				
10-53311-820 CAPITAL OUTLAY-HIGH	440,650.46	440,650.46	485,000.00	44,349.54
10-55200-820 CAPITAL IMPROVEMENT	7,200.00	7,200.00	0.00	(7,200.00)
	447,850.46	447,850.46	485,000.00	37,149.54
 Total Expenses				
	1,433,808.44	1,433,808.44	1,768,786.00	334,977.56

Village of North Prairie - Building Permits 2026

Permit #	Tax Key	Date	Address	Street	Owner	Contractor	Description	Amount	Type
P26125	1563 994 007	9/3/26	157/159	Lahinch Loop	The glen at the broadlands LLC	R&K Excavating	water laterals	\$80.00	Pbpg
B26126	1562 029	9/9/26	230	Cypress point	Schultz	Garity Acres	Pavilion, Paver patio	\$69.00	Bldg
B26127	1563 092	9/9/26	226	Muirfield ct	Roberts	Milton	33x19 deck	\$190.00	Bldg
E26128	1568 003	9/10/26	205	Karl Dr	Cocking	Great Lakes services	200amp service upgrade	\$65.00	Elect.
E26129	1564 976	9/21/26	231	N Main St	Connell	Noah Doak	1st & 2nd floor reno	\$306.00	Elect.
P26130	1564 976	9/21/26	231	N Main St	Connell	Erspamer	1st & 2nd floor reno	\$229.88	Pbpg
B26131	1568 163	9/29/26	116	Daniel Dr	Gulrud	Siding unlimited LLC	railing for porch	\$75.00	Bldg
September Building Permits Totals								\$1,014.88	

SEPTEMBER 2026 – DPW Report

MOWING: HWY 59- 9/10/26-9/18/26- 9/28/26

DPW- 9/8/26 – 9/17/26 -9/24/26

PV- POND– 9/2/26 - 9/9/26 -9/16/26 9/22/26 -9/29/26

Broadlands – 9/3/26 -9/10/26- 9/17/26 9/18/26 – 9/23/26

Veterans Park – 9/1/26- 9/8/26 -9/14/26 -9/15/26 – 9/28/26

Village Hall- 9/3/26- 9/9/26 9/16/26

Water trust and water tower- 9/2/26 9/10/26 9/21/26

Line trimming

Broadlands -

Veterans Park – 9/1/26 -9/15/26

Village Hall- 9/10/26 -9/16/26

Water trust and tower-9/10/26

Maintenance -

HWY 59 – 9/3/26 9/10/26-9/18/26

Worked on land pride mower . also the 1990 plow truck blew a power steering steel line not sure if I have tools to repair it. 9/10/26 repaired 4 flat tires on land pride mower. 9/15/26 Zero turn would not start after turning it off to pick up trash. Looks like it may need a battery. Worked on Land pride mower 9/18/26. 9/21/26 zero turn would not start again after checking it out battery failed picked up new one and installed. 1990 gmc plow truck would not start loose wirer on alternator repaired that then worked on rusted out power steering line. Parts are unavailable it will have to be made by someone. 9/22/26 worked on John Deere tractors fuel system this morning got it running and mowed today with no shutting down. Fixed broken swing set at Prairie village park. Cleaned battery post ,air cleaner , greased 2000 jd tractor it has been running without shutting off since I cleaned fuel shut off solenoid ,greased and cleaned zero turn washed out radiator and cooler.

Plowing/Salting: # of Plow events not

Salt-Tonage used:

PT Help Hours- Chad 6.5 hours

Mow Highway 59- 9/8/26

Others Noteworthy Items to Report: 8/2/26 worked on shoulders in both parks

9/04/26 Today is a maintenance day on equipment. Also have electrician coming to look at lights at Fire station . 9/10/26 John Deere tractor is broke down in Broadlands tried getting it running with no luck. Hopefully it will start back up on Friday. 9/11/26 worked on John Deere tractor most of the day that shut down at Broadlands. Meeting with Dave Schroeder and we order new tractor from Parker Power that should be here this week. Started to clean up at Vets park for Harvest fest. Had to run to Waukesha county to pick up voting equipment. Worked on fencing off baseball diamond. Had to run to Merton to pick up ballots for Evie 9/17/26. 9/18/26 finish roping of hardball diamond. Worked on xmas lights change bulbs got one light of 34 done need to get about 3500 more bulbs. 9/24/26 did a little clean up in shop. 9/28/26 Removed fence I made in outfield of big BB diamond. Blocked of places harvest people repaired so no one can drive over it. Did a little cleaning up around Vets park. 9/29/26 start staining the Pavilion at Prairie village park. Picked up material to stain pavilion at Prairie Village park and started to stain 9/29/29. Called Chad for help on staining he was not able to help , but will help on 9/30/26. Chad and I stained most of the Pavilion at Prairie Village park. We should be able to finish on Friday 10/2/26



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

Interim Chief's monthly report:

- For the month of September, KMFD responded to 44 calls for service.
- As of today, October 5th. We are at 405 calls for service year to date.
- All apparatus is all in service. Some minor repairs are done by LT. Laabs.
- Last month, the fire board approved to present the 2027 budget to the three municipal boards with a 7.84 percent increase.

Below is the call of service for the month and nature of the calls.

If anyone has any questions, comments or concerns. Please don't hesitate to reach out to me.

Respectively,
Steve Wilton
Interim Chief
Kettle Moraine Fire District



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

2026

	EMS	Fire	Fire/EMS	TOE	VOE	VONP	MA	Total
January	24	9	5	17	8	6	7	38
February	21	9	1	6	10	7	8	31
March	18	21	5	12	12	10	10	44
April	34	17	1	17	18	11	6	52
May	29	7	5	15	12	9	5	41
June	29	9	4	10	20	9	3	42
July	32	11	3	21	14	7	4	46
August	39	16	5	23	11	11	15	60
September	29	10	5	17	8	15	4	44
October								0
November								0
December								0
Call Total	255	109	34	138	113	85	62	398

Call Total 398

Call Total 398

Calls

Mutual Aid Calls	62	16%
Town of Eagle Calls	138	35%
Village of Eagle Calls	113	28%
Village of North Prairie	85	21%

**VILLAGE OF NORTH PRAIRIE
SPECIAL VILLAGE BOARD MEETING – MINUTES
August 25, 2026 – 6:00 p.m.
130 N Harrison St., North Prairie, WI**

1. Call to Order – The meeting was called to order by President Miresse at 6:03 PM.
2. Roll Call – Present: President Miresse, Trustees Samuels, Schroeder, Harmann & Hall. Absent: None
3. Pledge of Allegiance was recited.
4. Confirmation of Proper Notice of Meeting was confirmed by Administrator/Clerk/Treasurer Etten.
5. Public Comment: Trustee Hall motioned to open the meeting to public comment, second by Trustee Harmann, **motion carried unanimously**. Several residents spoke regarding the status of the Village of North Prairie Police Department and the Kettle Moraine Fire District. Speaking in favor of keeping the Village of North Prairie Police Department and/or KMFD were: Mahola Bandmir, John Heing-Taylor, Cheri Lampe, Joe Whitmore, John Walejeski, Theresa McGavin, Julie Schneider, Brenna Smith, Frank Rewasiewicz, Liz Nottling, Walter Fiedorowitz, Greg Schneider, Debbie Nickerson (not present, but written comments read by Donna Samuels), Eric Krempien, Ralph Sanders, Kathy Arquette, Alice Samanti, Sue Rewasiewicz, John Russel, Mark Smith, Dave Ishing, Karen Miresse, Wes Denery, Wendy Svec, Trica Heberer, Matt Wilhelm and Steve Wilton. Acknowledging the board's struggles, serious commitment in analyzing costs, coverage, tough decisions, etc. was Carol Schroeder. Trustee Hall motioned to close public comment, seconded by Trustee Harmann, **motion carried unanimously**.

6. New Business

- a. Consideration of Fire/EMS Services and basic framework for contract with Lake Country Fire & Rescue – Trustee Schroeder clarified some comments made tonight regarding Fire/EMS services.

Trustee Hall clarified a comment made about the reassessment process. The Village is not getting additional revenue as a result of the reassessment. We can only raise taxes based on new construction. We are restricted by the state as to how we can increase taxes.

Trustee Schroeder then discussed what a contract with Lake Country Fire District would look like regarding costs, hours of coverage, and levels of coverage.

Trustee Samuels added that KMFD staffing issues have been problematic for some time. We were relying on mutual aid from Village of Palmyra and the Town of Mukwonago, which is overwhelming on their staff on a continuous basis.

Trustee Schroeder has talked with former Chief Nottling regarding our options. The state is offering an Innovation Grant to assist smaller municipalities with costs related to fire/EMS services. So, unless anyone objects, he will keep the discussions moving forward with LCFD. Trustee Harmann agreed that we should keep the discussion going with LCFD.

Trustee Hall asked for clarification of our current options:

- 1) To go back to a stand-alone fire department
- 2) Remain with KMFD
- 3) Contract with Lake Country Fire District (LCFD)
- 4) Contract with the Town of Mukwonago. Is that correct?

Trustee Schroeder stated that we basically have three options:

- 1) Remain with KMFD
- 2) Contract with Lake Country Fire Dept.
- 3) Contract with the Town of Mukwonago

We simply cannot afford to support a stand-alone fire department any longer.

- b. Consideration recommendation from Public Safety Committee to dissolve the North Prairie Police Department – President Miresse started the conversation by declaring he fully supports the continuation of the Village of North Prairie Police Department and the KMFD services.

Other trustees outlined the attempts made to hire a full-time police chief, which has not been successful; not for lack of trying on the boards part. The Village cannot afford to offer the state benefits that most municipalities can, so trying to get a qualified applicant for what we can afford is extremely difficult.

Trustee Samuels provided some statistical information regarding Admin & Patrol hours worked, patrol hours unused, citations, funds returned each year to the General Fund, etc.

Trustee Hall explained that the Village of North Prairie is limited in the ability to increase revenue, annexation abilities, growth, and staffing. We have to offer the level of services our budget allows us to provide.

Trustee Samuels reported the Waukesha County Sheriff's Department number of calls and type of calls served for each month since April 1, 2026, which averaged 22-25 calls per month.

President Miresse commented, we have had these same discussions for the past year, and we need to put pen to paper. We need to do the framework and put something together. We should not be making this vote. We need to put it to referendum and let the people decide.

Trustee Hall motioned to postpone item 6(b) - consideration recommendation from the Public Safety Committee to dissolve the North Prairie Police Department, seconded by Trustee Schroeder, Trustee Hall called for a roll call vote: Ayes – Trustee Samuels, Schroeder, Harmann, Hall, and President Miresse, **motion carried unanimously.**

7. Adjournment – Trustee Hall motioned to adjourn at 8:44 pm, seconded by Trustee Harmann, **motion carried unanimously.**

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING – MINUTES
SEPTEMBER 10, 2026 – 6:30 p.m.
130 N Harrison St., North Prairie, WI**

1. **Call to Order** – President Miresse called the meeting to order at 6:30 p.m.
2. **Roll Call** – Present: President Miresse, Trustees Schroeder, Harmann, Hall and Samuels. Absent: None
3. **Pledge of Allegiance** – was recited
4. **Confirmation of Proper Notice of Meeting** – Administrator/Clerk/Treasurer Etten confirmed proper notice of the meeting.
5. **Public Comment:** Trustee Dave Schroeder motioned to open the board meeting for public comment, second by Trustee Harmann, **motioned carried unanimously.**
Resident Cheri Lampe stated the Eagles are not moving ahead without the Village of North Prairie
Trustee Samuels motioned to close the meeting to public comments, Second by Trustee Hall, **motion carried unanimously.**
6. **Annual Report: Friends of North Prairie Native Gardens, Inc.** – Debbie Carrasco-Zanini president of North Prairie Native Gardens highlights for the year.
7. **Department and Committee Reports**
 - a. Administrator/Clerk/Treasurer - Presented
 - b. Building Inspector - Presented
 - c. DPW Supervisor - Presented
 - d. Kettle Moraine Fire District – Acting Chief Wilton of KMFD reported there is an anticipated 6.6% budget increase in 2027, with the majority of that going to wages.
 - e. Police Dept/Sheriff – Not Submitted
 - f. President – President Miresse reported that KMFD Audits through 2025 should be completed by mid-November.
 - g. Public Works – Trustee Samuels provided an update on the asphalt project, DPW budget, and discussed the need to purchase a new tractor in 2026.
 - h. Public Safety – Trustee Samuels reported the status of KMFD with no recommendation to the board. Village of North Prairie has a tentative agreement (Plan B) with Lake Country, nothing is signed. Regarding the recommendation to dissolve the PD, no action was taken. Discussions held regarding the 2027 Jt. Municipal Court Budget.
 - i. Communication and Personnel – Trustee Schroeder mentioned that the village now has control of the Village of North Prairie Facebook page and the committee is in the process of annual evaluations of employees.
 - j. Finance - Trustee Schroeder they are working on the fee schedules, revenues and expenditures. He anticipates three – four budget meetings.
8. **Consent Agenda**
 - a. Approval of August 12, 2026, Village Board meeting minutes
 - b. Approve payment of the payroll and bills for the period August 1, 2026, through August 31, 2026, per the report submitted by the Village Administrator/Clerk/Treasurer
 - c. Operator/Bartenders License for the Broadlands: Chloe R. Warner

Trustee Hall motioned to approve all above items (a, b, and c), second by Trustee Samuels,
motion carried unanimously
9. **Unfinished Business**
 - a. Discussion and/or Action: Bill of Sale and Resolution #2026-04 - Dedication of Public Improvements – The Glen at the Broadlands

Trustee Hall mentioned she met with PVWT regarding the easements. All is set to move on to bill of sale and the resolution. Trustee Hall motioned to approve the bill of sale and to accept the dedication via Resolution 2026-04, second by Trustee Samuels – **motion carried unanimously**

10. New Business

- a. Discussion and/or Action: Reimbursement and payment dates for QSEHRA health care benefits payments for full-time employees – Trustee Hall motioned to approve the Village of North Prairie payment date will be the 15th each month, and reimbursement to the employees will be available as of the 1st of each month, second by Trustee Harmann – **motioned carried unanimously.**
- b. Discussion and/or Action: Repeal GEN Policy #2025-01 related to Village of North Prairie's Trick-or-Treat hours and replace with GEN Policy #2026-01 – Trustee Hall motioned to approve the repeal of GEN Policy #2025-01 with the replacement of #2026-01, second by Trustee Samuels – **motion carried unanimously**
- c. Discussion and/or Action: Engagement letter from Ehler's Public Financial Advisors – Trustee Schroeder set a Finance Committee meeting for September 23, 2026, at 4:30 p.m. with Ehlers and will report back at the next board meeting. Trustee Hall motioned to postpone engagement letter with Ehlers, second by Trustee Schroeder – **motion carried unanimously**
- d. Discussion and/or Action: Purchase of new tractor for DPW – Trustee Schroeder provided three quotes for a purchase of a new tractor with cost of \$50,000 - \$55,000. The Finance Committee recommended 3/0 vote to bring board for approval. Trustee Schroeder motioned to approve the purchase of a new tractor, not to exceed \$56,000. Trustee Samuels asked what will be done with the old tractor, and Trustee Schroeder suggested to place it on WI Surplus Auction, motion seconded by Trustee Harmann – **motion carried unanimously**
- e. Discussion and/or Action: Request for meeting of the Intermunicipal parties (Village & Town of Eagle and the Village of North Prairie) regarding KMFD - President Miresse mentioned there is a tentative meeting for KMFD on 09/21 or 09/23 for which the Village President and two trustees are being asked to attend regarding the KMFD. Trustees Samuels and Trustee Schroeder did not recall any mention of only two trustees attending. They understood there was no limit to the number of board members that could attend. Discussion was held and the trustees decided that they could all meet on 9/23/26 at 6:30 p.m. **No action taken.**
- f. Discussion and/or Action: Review proposed 2027 Jt. Municipal Court Budget – Trustee Samuels mentioned all other municipalities agreed 3/1 vote to approve. Trustee Samuels did not approve the budget as presented. Trustee Hall motioned not to approve the 2027 JMC budget as presented, second by Trustee Samuels. Trustee Samuels asked if the motion should include the dollar amount? Trustee Hall motioned to amend her motion, not approve the 2027 JMC budget for \$43,798 as presented. Trustee Samuels stated there was an amendment to the total dollars of the 2027 JMC Budget. It should reflect \$44,488. Trustee Hall motioned to amend her amended motion, not to approve the JMC 2027 budget of \$44,488 as presented, amended second by Trustee Samuels, **motion carried unanimously.**
- g. Discussion and/or Action: Proposal to reopen the Village of North Prairie Police Dept. – President Miresse presented to the board that we've been offered a great opportunity for advisory services for free of charge, Trustee Hall motioned to open the meeting to Jamie Soneberg, second by Trustee Samuels – **motion carried unanimously**

Mr. Soneberg provided some background information on his experience and presented options on how to bring back the Village of North Prairie Police Department with similar coverage as the Village Big Bend: 7 days a week on second shift and 4-5 hours a day, with approximately 76 hours a week. Several residents in the room stood up to speak on behalf of Soneberg's credentials. Trustee Hall motioned to close public comment. Administrator/Clerk/Treasurer Etten mentioned there was no motion to open the meeting to "public comment", just to Jamie Soneberg. In listening to the recording, Administrator/Clerk/Treasurer Etten noted there was no record of a second motion to close the meeting to public comments. Trustee Samuels motioned to engage Jamie Soneberg's services to assist with the Police Department audit pending a background

check on Soneberg with a return date no later than October 31, 2026, second by Trustee Hall -
motion carried unanimously

11. Announcements

The following individuals will be given the opportunity to make announcements at the meeting about (i) actions taken since the previous Village Board meeting, (ii) future Village activities and (iii) communications received from citizens. These matters will not be discussed or acted on, and Board members shall not comment on matters announced by others. Referrals may be made to committees and/or individuals.

- a. Village President – Thank you to all Trustees and committee members for the work they've done.
- b. Trustee Samuels – Harvest Fest Pythons held a free camp last weekend.
- c. Trustee Schroeder – Nothing to report.
- d. Trustee Harmann – Nothing to report.
- e. Trustee Hall – Thank you Chief Wilton, best report ever.
- f. Administrator/Clerk/Treasurer Etten – Nothing to report.

Adjournment Trustee Hall motioned to adjourn at 8:25 p.m., second by Trustee Samuels,
motion carried unanimously.

**VILLAGE OF NORTH PRAIRIE
SPECIAL BOARD MEETING – MINUTES
Intermunicipal Fire District, which includes
the Village of North Prairie, Village of Eagle, and Town of Eagle
EAGLE MUNICIPAL BUILDING – 820 E. MAIN ST., EAGLE, WI
September 21, 2026, at 6:30 p.m.**

1. Call to Order/Open Meeting Law requirements – President Miresse called the meeting to order and stated open meeting law requirements had been met at 6:30 pm
2. Roll Call – Present: President Miresse, Trustees Samuels, Schroeder, Harmann & Hall. Absent: None
3. Pledge of Allegiance was recited.
4. Citizen Comments/Concerns -
Trustee Spurrell opened the meeting to Public Comments – Residents Kathy Arquette and Cheri Lampe from the Village of North Prairie presented their comments and requested clarification. Interim Fire Chief Wilton commended his staff because they continue to show up and do their job despite the unknown status of the KMFD in the future.
5. Discussion/Action: Direction and the future of KMFD – Village of Eagle Trustee Spurrell stated this meeting was at the request of the KMFD Board to get clarity on where all three boards stand. He opened the meeting to the boards asking them to state their position in the direction they want to go. The Town of Eagle presented a PowerPoint with data & statistics collected from the Fire Department. Discussion was held between the boards regarding expectations, wants, non-negotiables, IMA changes, station location, level of EMS service, costs, etc. The Village of Eagle asked if the Village of North Prairie wants to contribute to the KMFD fire district and pay their fair share? That's why we are all here. The Village of North Prairie responded that we have yet to hear anything about strategic plans, capital improvement plans, or staffing ideas. When you look at most of the equipment the KMFD has it is mostly aged out and there has been no mention of a capital improvement plan. I think you're asking a question that North Prairie cannot answer at this time when we don't even know what it looks like.

The Village of North Prairie asked for clarification – Will the Village of North Prairie be an equal partner like we currently are or simply a contracted service? If simply a contracted service, then that makes the discussion about formulas irrelevant. Eagle responded that they have formulas already done, and they are farther along in the financials and structure. Town of Eagle feels we are far away from having a concrete plan. The Eagles are working on the IMA and revising it line by line.

The Village of North Prairie commented that the Village and Town of Eagle have been having committee meetings without including the Village of North Prairie.

Village of Eagle Trustee Rich Spurrell asked, is the Village of North Prairie supposed to just read the IMA and accept it or be part of the conversations about the revision of the IMA? The expectations about the IMA are one thing, and the expectations of the costs are another. Are we doing an agreement with the two of us or the three of us? That I think that is the expectation we need to have an answer on right now.

The Village of North Prairie agreed with Trustee Spurrell's comment and stated that we have nothing in writing from the Village or Town of Eagles, so we cannot decide at this time without knowing what we are signing up for.

No action taken.

6. Discussion/Action: Financial contributions to the KMFD by each municipality – The Village of North Prairie Board asked what is the plan or formula being considered for each municipality to contribute? The Eagles said it would be about the same as it is now. The Eagles are firm that each municipality should equally contribute 33% and the only station will be in Eagle. The Village of North Prairie stated that we have been overpaying based on usage for three years and realistically, we should be paying 26% based on usage. – **No action taken.**
7. Discussion/Action: Staffing of the KMFD – Discussion was held on staffing and the level of EMS service that will be provided. **No action taken.**
8. Adjournment – Trustee Hall motioned to adjourn at 8:05 pm, second by Trustee Schroeder, **motion carried unanimously.**

Respectfully submitted:
Evelyn Etten
Administrator/Clerk/Treasurer

VILLAGE OF NORTH PRAIRIE
SPECIAL VILLAGE BOARD MEETING – MINUTES
September 30, 2026 – 4:30 p.m.
130 N Harrison St., North Prairie, WI

1. Call to Order - President Miresse called the meeting to order at 4:30 pm.
2. Roll Call – Present: Trustees Samuels, Schroeder, Harmann, Hall and President Miresse.
3. Pledge of Allegiance was recited.
4. Confirmation of Proper Notice of Meeting – President Miresse confirmed it was posted on the website and several bulletin boards.
5. Public Comment: Trustee Hall motioned to open the meeting to public comment, second by Trustee Harmann, **motion carried unanimously**. Resident Kathy Arquette reported a high-speed vehicle incident on Chad Court. She is in full support of keeping a North Prairie Police Dept. Trustee Samuels motioned to close public comment, seconded by Trustee Hall, **motion carried unanimously**.
6. New Business
 - a. Recommendation from the Finance Committee to engage in Ehlers services.

Trustee Schroeder stated that Ariana with Ehler's Services is here tonight. The Finance Committee met with Ehler's last week. Trustee Schroeder motioned to open the floor to Ehler's so Ariana can give the presentation to the full board, second by Trustee Samuels, **motion carried unanimously**. Ariana provided a presentation that details Ehler's services regarding financial management, debt service, capital improvement items, etc, which will help the Village with financial planning for the future. She stated CPI came out yesterday and it is 3.3% which is much higher than your net new construction of .41% for 2026. Trustee Hall mention that the Village will not see any tax revenue from the new development, the Glen's Condos, until 2028. Trustee Samuels asked for clarification that the Village would pay the \$10,000 fee in this year and Ehler's would address the immediate concerns of budget & debt service, then early next year, Ehlers would start on the capital project part and 5-year financial model for the Village. Ariana (Ehler's) said, yes, we can send the bill any time before year end. Ariana stated the proposal for referendum services is additional cost of \$1,500 if the Village enters into the proposal for financial planning Trustee Hall stated that the Village has never done a referendum before and that it would be tight to get it on the April ballot, but not impossible. Ariana agreed. If a referendum passes in 2027, it wouldn't be effective until 2028 tax revenue year. Trustee Schroeder stated that there is no fall election in 2027 so if it isn't on the April, 2027 ballot, it could not get on a ballot until 2028, to be effective in 2029. Trustee Hall asked if we could potentially put the Police Dept. and the KMFD issues in the same referendum and on the same ballot. Ariana, it would depend how it impacts you financially. You typically don't put two referendum questions on the same ballot because it lessens the chance for one or both to get passed. Trustee Samuels said we need to gather more information. Trustee Hall asked if we have the wording for the referendum ready to go by December, 2027, is that enough time to get it on the April, 2027 ballot and Ariana felt that would work. Trustee Hall motioned for the Board to approve the proposal by Ehler's Public Financial Advisors to prepare a Financial Management Plan in an amount not to exceed \$10,000, seconded by Trustee Schroeder, **motion carried unanimously**. Trustee Hall motioned for the Board to approve the proposal by Ehler's Public Financial Services to prepare a referendum plan not to exceed \$1,500, second by Trustee Schroeder, **motion carried unanimously**. Trustee Schroeder motioned to close this part of the meeting to public comment, seconded by Trustee Samuels, **motion carried unanimously**.

- b. Consideration to approve COM2 Recycling Contract.

Trustee Samuels stated that the Historical Society has expressed interest in hosting further electronic recycling event, which means the Village will not be responsible for any part of this event next year. If The Historical Society chooses to do this next year, they will have to make sure they collect the Certificate of Insurance and contract. Trustee Samuels motioned to accept the COM2 Recycling contract and ask our Village President to sign the contract on behalf of the Village, plus to insert "North Prairie" into the blank spot mentioned on the contract, second by Trustee Hall, **motion carried unanimously.**

- c. Consideration/Update from Village President regarding the next steps for the (NPPD) North Prairie Police Department – President Miresse presented a summary of past events, which included the board deciding to vote (5/0) in favor to receive free assistance from an outside agent pending background check. Since then, the Public Safety Committee met and voted not to accept the outside agent's assistance and their recommendation did not make this agenda, so therefore it needs to be on next week's agenda and see where it goes from there. Trustee Schroeder asked the recommendation being, what? Trustee Samuels stated that Trevor Eichler was at the last meeting and is putting together some great information that I hope to have up on the Village's Facebook page and the website to inform the residents within the next couple of weeks. We want to have a QR code that takes you to a survey to answer about 12 questions. Discussion was held regarding a budget for 2027 Police Dept. No action taken.

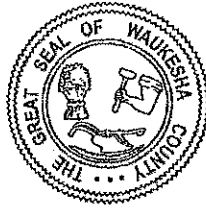
- 7. Adjournment – Trustee Hall motioned to adjourn the meeting at 6:01 pm, second by Trustee Harmann, **motion carried unanimously.**

2027 RECOMMENDED JMC BUDGET, SEPTEMBER 22 REVISION

	citations	percentage	\$ share
Town of Mukwonago	1070	54.42%	\$23,503
Village of Eagle	506	25.63%	\$11,069
Village of Vernon	301	15.16%	\$6,549
Village of North Prairie	78	3.78%	\$1,633
Town of Eagle	4	1.00%	\$434
	1959	100.00%	\$43,188

Increased from 0.02%. The minimum contribution of each member shall not be less than 1% (Section 6.c.i of the Agreement).

	2026 Adopted	2027 Recommended	
Judge salary	\$6,000	\$6,000	set by statute
Clerk of Courts salary	\$12,600	\$13,230	5% increase
Assistant Clerk salary	\$4,160	\$4,368	5% increase
bailiff	\$1,200	\$900	previous recommendation \$0
Social Security	\$2,500	\$2,000	previous recommendation \$2,500
supplies and expenses	\$2,000	\$2,000	
Village Clerk billing	\$3,600	\$3,000	reduced due to new phone system
utilities and maintenance	\$5,750	\$6,440	12% increase
education and training	\$1,500	\$1,500	
dues and subscriptions	\$100	\$100	
computer expenses	\$1,200	\$1,250	software yearly expense
bonds and visiting judges	\$100	\$100	
new equipment	\$1,000	\$2,300	previous recommendation \$4,000
total costs	\$41,710	\$43,188	\$1478 increase



Waukesha County Department of Public Works

September 11, 2026

Village of Wales, Public Works
130 N. Harrison St.
North Prairie, WI 53153

Re: Salt for 2026-2027 Season

Dear Village of North Prairie, DPW :

Waukesha County will continue with the new way our salt agreements and sales were instituted.

1. We will continue to use a 5-year rolling average based on your municipality's use for ordering your salt quantity. This is how county salt is ordered.
 - a. Your current average is 202 tons.
 - b. You requested 350 tons for this season.
 - c. Your last season's salt usage was 221 tons.

Should you exceed your average annual use, the County's current inventory of available salt and salt yet to be ordered will be used to determine if you can purchase more than the allocation.

2. Waukesha County will continue to add a storage and handling fee to the salt. This will only apply to salt used and is included in the price agreement.
3. All salt picked up will be weighed in tons. Any salt returned must be returned and re-scaled at the Highway Operations Center located at 1641 Woodburn Road, Waukesha, 53188. We have a new certified scale in operation for the upcoming season.

Please review the attached Letter of Agreement carefully. If you are in agreement with its terms and conditions, sign and date both forms, keep one for your records and return the other to us in the enclosed envelope no later than **Monday October 21, 2026**.

If you have any questions concerning this agreement or change in terms, please contact me by email HGuderyon@waukeshacounty.gov or at 262-548-7843 between 6:30 a.m. and 3:00 p.m., Monday thru Friday.

Sincerely,

A handwritten signature in black ink, appearing to read "Hans Guderyon".

Hans Guderyon
Highway Operations Manager

Enc.

Thomas P. Farley
County Executive



Allison Bussler
Director

WAUKESHA COUNTY
DEPARTMENT OF PUBLIC WORKS

**Letter of Agreement: Waukesha County to Provide Winter Materials to
Village of North Prairie**

This agreement made and entered into the _____ day of _____, 2026 between Waukesha County, Wisconsin, hereinafter referred to as the "County" and by Village of North Prairie hereinafter referred to as the "Village of North Prairie".

The County agrees to provide the Village of North Prairie _____ 350 _____ tons of salt during the 2026-2027 Winter season.

The Village of North Prairie _____ agrees to pay the County \$107.00 per ton of salt used.

The cost of brine will be \$.40 per gallon. The cost of delivered brine will be \$.50 per gallon.
Invoicing by the County will occur on a monthly basis with payment made within 30 days of receipt of invoice.

The Village of North Prairie agrees to the above listed amount of salt during the 2026-2027 winter season.

The Village of North Prairie will only be billed for actual salt taken and used from Waukesha County sheds.

There will be a restocking fee of \$ 14.00 per ton charged to the Village of North Prairie for the return of salt to a County substation. There will be no charge if returned to Main Shop and scaled in and out for restocking.

Should the Village of North Prairie _____ require additional salt, the Waukesha County Highway Operations Manager or his designee will negotiate with the municipality.

Please be advised the County reserves the right to discontinue supply in the event of salt shortages.

On the _____ day of: _____, 2026

For Waukesha County:

Name

Hans Guderyon
Highway Operations Manager

Title

Signature

Signature

Date

Date

Village of North Prairie

per the Village Board Trustees

Proclamation

WHEREAS, hunting is enshrined in Wisconsin's state constitution and etched into our shared history, creating opportunities to bond with nature while acting as a source of healthy food for hunters, their families, and local food assistance programs; and

WHEREAS, the Wisconsin Department of Natural Resource's (DNR) Deer Donation Program, administered with counties and local partners, is a practical solution to combating hunger and embraces the role of hunting as a vital component of Wisconsin communities and culture; and

WHEREAS, promoting the Wisconsin tradition of sharing our wild game harvests takes on even greater significance as we strive to protect the future of hunting and promote it as a food source, a right, and an essential wildlife management tool; and

WHEREAS, Wisconsinites are encouraged to gain a greater understanding and awareness of food insecurity and how it impacts our nation, state, and local communities; and

WHEREAS, hunger is a problem we can help solve together through established donation programs, such as the Wisconsin DNR's Deer Donation Program or other independent "Hunt for the Hungry" efforts, so that one day hunger no longer exists in our state; and

NOW THEREFORE, *I Dan Miresse, Village President of the Village of North Prairie, do hereby proclaim November has been declared:*

“Deer Donation Month”

I encourage all hunters to donate surplus wild game as private acts of generosity or through organized programs like the Wisconsin DNR's Deer Donation Program and we ask all to financially support local hunger relief efforts as we prepare to celebrate Thanksgiving and the season of giving.

Dan Miresse

Village President of North Prairie

Dated at North Prairie, Wisconsin, this 8th day of October 2026

STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS; core to Wisconsin's culture and identity, the state's rich tradition of hunting—originating with traditional indigenous practices—offers individuals opportunities to connect with nature, provide food security and a sense of self-sufficiency, and promote both mental and physical health; and

WHEREAS; while emotional, mental, and physical health go hand in hand with proper nutrition, far too many Wisconsinites struggle with food insecurity; and

WHEREAS; every Wisconsinite deserves nutritious food on their table, and the Wisconsin Department of Natural Resources' (DNR) Deer Donation Program, administered with counties and local partners, is a practical solution for combating hunger and embraces hunting's role as a vital component of Wisconsin communities and culture; and

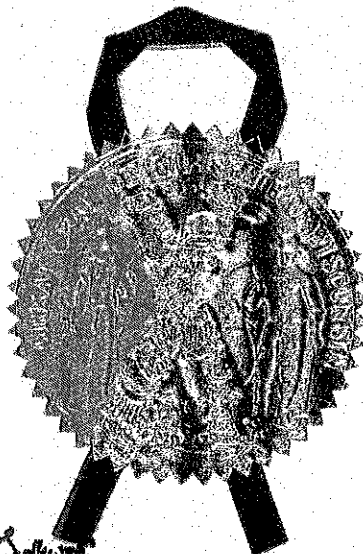
WHEREAS; according to the DNR, since the Deer Donation Program began in 2000, hunters have donated more than 100,000 deer to Wisconsinites in need, increasing access to food and strengthening hunger relief efforts across Wisconsin; and

WHEREAS; on this occasion, the state of Wisconsin joins all Wisconsinites in thanking the state's hunters, dedicated food banks, hunger action organizations, game donation sites, and advocates across the state as they work to combat food insecurity for all Wisconsinites and ensure no Wisconsinite goes hungry;

NOW, THEREFORE, I, Tony Evers, Governor of the State of Wisconsin,
do hereby proclaim November 2025 as

WILD GAME MEAT DONATION MONTH

throughout the State of Wisconsin, and I commend this observance
to all our state's residents.



IN TESTIMONY WHEREOF, I have
hereunto set my hand and caused the
Great Seal of the State of Wisconsin
to be affixed. Done at the Capitol in
the City of Madison this 21st day
of November 2025.

Tony Evers
TONY EVERS
GOVERNOR

By the Governor:

Sarah Godlewski
SARAH GODLEWSKI
Secretary of State

City of Green Bay
Office of the Mayor

Proclamation

WHEREAS, hunting is enshrined in Wisconsin's state constitution and etched into our shared history, creating opportunities to bond with nature while acting as a source of healthy food for hunters, their families, and local food assistance programs; and

WHEREAS, the Wisconsin Department of Natural Resource's (DNR) Deer Donation Program, administered with counties and local partners, is a practical solution to combating hunger and embracing the role of hunting as a vital component of Wisconsin communities and culture; and

WHEREAS, promoting the Wisconsin tradition of sharing our wild game harvests takes on even greater significance as we strive to protect the future of hunting and promote it as a food source, a right, and an essential wildlife management tool; and

WHEREAS, Wisconsinites are encouraged to gain a greater understanding and awareness of food insecurity and how it impacts our nation, state, and local communities; and

WHEREAS, hunger is a problem we can help solve together through established donation programs, such as the Wisconsin DNR's Deer Donation Program or other independent "Hunt for the Hungry" efforts, so that one day hunger no longer exists in our state; and

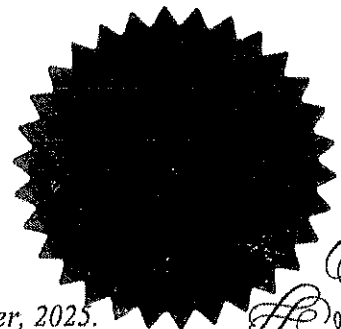
*Now therefore, I, Eric Genrich, Mayor of the City of Green Bay,
do hereby proclaim November 2025 as:*

"Wild Game Meat Donation Month"

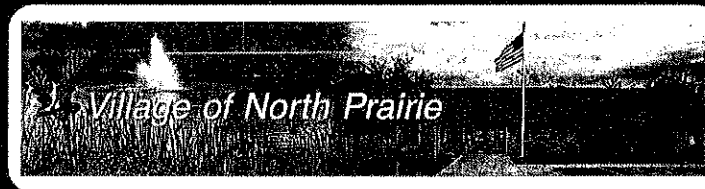
I encourage all hunters to donate surplus wild game as private acts of generosity or through organized programs like the Wisconsin DNR's Deer Donation Program and we ask all to financially support local donation efforts as we prepare to celebrate Thanksgiving and the season of giving.



Eric Genrich
Mayor of Green Bay



Dated at Green Bay, Wisconsin this 14th day of November, 2025.



Change Log — Feasibility Analysis Tool

North Prairie Police Department & Budget Overview | October 2026

Current version: October 5, 2026 (Scenario F equipment-cost removal & full correctness audit) · **Previous version:** September 26, 2026 (statutory-coverage clarification & scenario detail simplification)

Files affected: North Prairie PD Feasibility Analysis.html · How to Use - Feasibility Analysis Tool.md · How to Use - Feasibility Analysis Tool.pdf

All "before" values below were verified against the previous version of each file; all "after" values were re-derived from the document's own formulas and cross-checked.

1. User-requested changes

1.1 Full-Time Chief option eliminated (Interactive Calculator)

- **Before:** Chief Type dropdown offered three options — Part-Time @ \$45/hr, Part-Time @ \$50/hr, and **Full-Time Chief (\$95,000)** (which also carried its own \$26,400 insurance line).
- **After:** Only the two part-time options remain. Chief salary = weekly admin hours × rate × 52 weeks; insurance is a constant \$13,200/yr (\$1,100/mo) for the Part-Time Chief position.
- Intentionally retained: the "Important Considerations" bullet documenting the Village's unsuccessful 2025–26 Full-Time Chief hiring attempt — a historical fact from Tuesday Meeting Info.xlsx, not an available option. It is now the only remaining mention of a full-time chief in the document (no "\$95,000" remains anywhere).

1.2 New: \$15,536 average annual citation revenue offset

- **Before:** All figures were gross operating cost; no revenue offset appeared anywhere.
- **After:** An average of \$15,536/yr in citation revenue is deducted from Police Department operating costs to produce a "Net Cost to Taxpayers." The offset applies **only** to Police Department operations — it would not be available if services were contracted with the Waukesha County Sheriff's Department or under statutory coverage. Applied at:
 - Calculator results panel and comparison box (Section 1.3)
 - Feasibility Analysis Impact Summary (gross row kept; new revenue + net rows added): PD \$161,600 gross - \$15,536 = **\$146,064 net** - \$160/home/yr · \$13.33/mo
 - Explanatory notes on the Overview tab (new "Citation Revenue Offset" note), 2027 Scenarios intro, Feasibility Analysis comparison-table footnote, Recommendation Summary area, and the 5-year escalation "Per-Home Total" note — each stating the offset is PD-only

1.3 Calculator shows the revenue under Total Estimated Budget

Default estimates (PT Chief @ \$45/hr, 20 admin hrs, 6 patrol hrs/day × 1 officer):

Row	Before	After
TOTAL ESTIMATED BUDGET	\$251,684 (stale — see \$2)	\$192,865 (gross)

Row	Before	After
Avg. Annual Citation Revenue (offset)	— (did not exist)	-\$15,536 (new row)
NET COST TO TAXPAYERS	— (did not exist)	\$177,329 (new row)
Cost Per Home	\$296/yr · \$24.67/mo (stale, gross)	\$194/yr · \$16.15/mo (net of offset)
Total Estimated Budget (comparison box)	"Total Estimated Budget" \$251,684	Relabeled "(gross)" + revenue and net rows added
Expense Difference	+\$86,901 (gross vs 2026 budget)	+\$12,546 — relabeled "Expense Difference (net vs 2026 budget)"
Est. Annual Cost Change per Home	+\$95/yr (stale)	+\$14/yr — relabeled "(net)"
Est. Monthly Cost Change per Home	+\$95.21/mo (internally inconsistent)	+\$1.14/mo — relabeled "(net)"

2. Calculator display & default corrections (accuracy / QoL)

- **Stale display values corrected.** The previous version's static numbers did not match its own formulas or slider positions (e.g., chief salary shown as \$58,500 = a 25-hr week while the admin-hours slider defaulted to 20; monthly cost change of +\$95.21 was inconsistent with the annual figure). Every displayed default was re-derived from the calculator's formulas and now matches exactly: chief salary \$46,800 (20 × \$45 × 52), SS & Medicare \$9,261, WRS \$6,716, total \$192,865.
- **Sensible defaults restored.** Previously Patrol Hours/Day and Officer Annual Hours both defaulted to 0, so the live estimate on load excluded officer pay entirely. Defaults are now 6 hrs/day - 2,184 annual hours (auto-synced), matching the documented 2027 model. Page load now syncs officer hours before the first calculation.
- Tax-Paying Homes slider: default 910 (step 10) - **915 (step 5)**, consistent with the document's 915-home base used everywhere else.
- Officer Annual Hours value display now uses thousands separators ("2,184").

3. Data accuracy corrections — Sheriff's Department Context tab

Corrected against the Waukesha County adopted budget documents (2023–2026):

- Budget table: 2023 total expenditures \$48,827,207 - **\$48,049,486**; personnel \$37,859,167 - **\$37,736,103**; operating-expense row corrected for 2023/2024 (\$5,422,846 / \$5,602,223); growth rates recomputed: total **+16.5%**, personnel **+12.2%**, operating **+45.7%** (previously +14.6% / +11.9% / +39.5% — all narrative references updated accordingly).
- County tax levy growth +15.7% - **+15.6%**; Charges for Services 2023 \$10,236,640 - **\$10,351,292**.
- FTE table: total row now reads "Includes extra help (4.65) and overtime (12.83); up from 367.03 in the 2025 adopted budget" (previously misstated as down from 370.02); Regular Positions note clarified ("Net -1.00 vs 2023; +2.00 added back in 2026").
- **EO-180-25 corrected.** Previously mislabeled as an *amended* 2026 budget creating three positions totaling \$380,918 (Northview deputy \$179K, Mukwonago SRO \$44.5K, additional deputy \$157.4K). It actually amends the **2025** budget: one 1.0 FTE Deputy Sheriff SRO for the Hamilton School District effective Aug 16, 2025 (new contract term through Aug 15, 2029; sunset provision if funding stops). New fiscal-note table shows partial-year 2025 cost of **\$110,515** (personnel \$48,475 + operating \$5,470 + interdepartmental \$4,570 + vehicle \$52,000), annualized ~ \$129,000, funded by full cost recovery from the district (\$58,515) plus General Fund balance for the vehicle.
- Revenue table (FY2025 adopted vs FY2026): 2025 total revenue corrected to **\$53,816,059** (previously \$50,735,017); growth +4.5% - **+4.0%**; Interdepartmental 2026 corrected to \$1,860,000 (+5.8%, previously shown as -4.5%); added missing "Other Revenue" (-\$241,903) and "Appr. Fund Balance" rows.

- Narrative corrections: 2025 Shared Revenue **\$1.5M** (previously \$3.5M); Huber/Northview closure replaced by an expanded Electronic Monitoring program (\$535,900 budgeted 2025; \$600,500 in 2026) rather than a \$179K Northview position; 2026 SRO additions described as two sunset 1.0 FTE positions fully funded by school districts (\$804,400 from Arrowhead, Sussex Hamilton, and Kettle Moraine); FCC inmate-telephone rule detail corrected (one-year implementation delay under the Martha Wright-Reed Act ruling; original effective date Apr 1, 2026 with ~\$600K estimated revenue impact, now Apr 1, 2027).
- Source footnotes added to both tables ("adopted budget amounts as reported in each year's Waukesha County adopted budget document"; "Waukesha County 2026 Adopted Budget — General Fund Sheriff Summary").

4. Data accuracy correction — Cost Detail tab

- **Before:** the \$164,783 budget was shown as an *estimated reconstruction* (PT Chief salary \$58,500, PT Officer salaries \$61,880, etc.) with a "Notes" column.
- **After:** replaced with the **actual adopted line items** from the Village of North Prairie 2026 Approved Budget (adopted Nov 13, 2025), General Fund Expenditures — Police: Salaries—Patrol \$78,000 (47.3%), Salaries—Administration \$52,000 (31.6%), Social Security \$9,945, Telephone \$2,800, Squad Repairs & Maintenance \$1,000, Office Supplies—Admin \$1,800, Training \$1,400, Radar Certification \$82, Range Qualifications \$800, Dues and Subscriptions \$775, Supplies and Expense—Patrol \$6,081, Uniforms \$1,500, Radio and Dispatch \$5,100, Gasoline \$3,000, Miscellaneous \$500 (zero rows shown for Unemployment, Health Insurance, Community Relations, New Equipment). Total unchanged: **\$164,783**. Source footnote added.
- Sheriff's Office letter note: added a sentence that line items are as printed in the September 9, 2026 letter and may not sum exactly to the stated total due to rounding (\$1 difference).

5. Feasibility Analysis tab

- Impact Summary now shows gross - offset - net for the Police Department side (Section 1.2); difference rows relabeled "(net)" and corrected: **-\$85,017** vs the \$231,081 Sheriff's contract (per home -\$93/yr · -\$7.75/mo). Previously displayed per-home differences were stale and unsigned (\$47 / \$3.91) even though the Police Department option is cheaper.
- Removed the unused "Annual Increase" escalation slider from Adjustment Parameters — it had no effect on the 5-year table, which uses fixed year-over-year increases (+2%, +3%, +4%, +5%). The card now contains only the Sheriff's contract option selector.

6. Overview & 2027 Scenarios tabs

- Overview: new "Citation Revenue Offset" note after the per-home tax impact grid (example: PT Chief \$45/hr + 6hr/day nets to ~ \$154,000/yr ~ \$168/home).
- Scenarios intro: document name corrected ("North Prairie Proposed **Police Department** Budget-2027") and a sentence added clarifying that scenario totals are gross, the offset example, and that the offset does not apply to Scenario A or Sheriff's contract options.

7. Bug fixes / QoL

- Tab highlight fixed: `showTab` now receives the clicked button explicitly (previously relied on `event.target`, which could mark the wrong tab active).
- Removed a stray duplicate closing `</div>` in the calculator section markup.
- Page load sequence corrected so officer-hours sync and recalculation run in the right order.

8. Guide updates (.md + PDF)

How to Use - Feasibility Analysis Tool.md:

- Calculator controls table synced with the tool: Chief Type row added (PT @ \$45/hr · PT @ \$50/hr — FT removed), Patrol Hours/Day default corrected 0 - 6, new "Officer Annual Hours (auto)" row, gas/equipment ranges show steps, homes default 910 - 915 (step 5).
- Obsolete "Adjustable Assumptions" section (described the old Annual Increase slider and a 24–112 hrs/wk contract-hours control that no longer exist) replaced with the current "Adjustable Comparison Options" table (Sheriff's dropdown \$231,081 / \$319,753; Police Department model dropdown; homes slider) plus the fixed-escalation note.
- New bold **Citation revenue offset** paragraph in the calculator section; comparison intro now states the PD side is shown net of the \$15,536 offset.
- Tab descriptions updated (Historical Trends scope; Scenarios "Ten scenarios A–J" - "Eleven options A–K").

How to Use - Feasibility Analysis Tool.pdf:

- The previously delivered PDF was a partial rebuild — it still listed the Full-Time Chief (\$95,000) calculator option and contained no citation-revenue-offset or net-comparison documentation. It has been regenerated fully in sync with the .md guide and the tool.
- Final build is a clean 2-page document: full-bleed navy header band with logo on page 1 only, blue-underlined section headings, navy-header tables (header row repeats when a table splits across pages), yellow Tips box at the bottom of page 2, two-line gray footer on all pages.

9. Full Quality Pass (September 16, 2026)

A full re-review of every tab against all workspace sources. The Waukesha County adopted budget PDFs (2023–2026) turned out to have text layers and were verified line-by-line directly; scenario totals were re-derived from PD Calcs for 2027.xlsx. Four corrections:

9.1 Sheriff Staffing Table - Investigation FTE Typo

- **Before:** the Investigation division was shown as 39.07 FTE, while its own note reads "General Investigation (27.51) + Special Investigation (10.56)" (= 38.07), and the six divisions summed to 370.98 against a stated total of 369.98.
- **After:** 38.07. The divisions now sum exactly to 369.98, matching both the table's own total row and the Sheriff's function/program chart in the 2026 adopted budget (General Investigation 27.51 + Special Investigation 10.56; Total FTE's 369.98).

9.2 Calculator - Multi-Officer Double-Counting Bug

- **Before:** officer salaries = annual hours x rate x officer count, but the "Officer Annual Hours" slider already includes the officer count (auto-set as Patrol Hours/Day x Officers x 7 days x 52 weeks, per the tab's own explainer note). With one officer (the default) the result was correct; with two officers at 6 hrs/day the estimate charged **\$297,024** of officer salaries instead of **\$148,512**.
- **After:** officer salaries = annual hours x rate (officer count applied exactly once, via the auto-synced total). This matches Donna Samuels' spreadsheet methodology (department-wide hours x rate; e.g., "PT Officers 1820 hrs @ \$34/hr" = \$61,880). Default display unchanged (\$74,256).

9.3 Calculator - Monthly Per-Home Convention Standardized

- **Before:** the calculator alone divided the *unrounded* annual per-home figure by 12 (showing \$193.80/12 = **\$16.15** and +\$13.71/12 = **+\$1.14**), while every other panel in the document divides the displayed *rounded* annual figure by 12 (\$194/12, +\$14/12).
- **After:** the calculator now uses the same convention: **\$16.17/mo** and **+\$1.17/mo**, directly hand-verifiable from the displayed annual figures. All other defaults unchanged.

9.4 Source Clarity - FY2025 "Charges for Services" Reclassification

- The Sheriff's revenue detail table (from the 2026 adopted budget) shows FY2025 Charges for Services of \$10,801,087 while the four-year trend table (from each year's original document) shows \$9,771,787. Verified against both documents: the county republished FY2025 in the 2026 budget with **\$1,029,300 reclassified from Other Revenue to Charges for Services**; total FY2025 revenue is unchanged (\$53,816,059). A footnote under the revenue table now explains this so the two tables are not read as contradictory.

9.5 Feasibility Card - Mil Rate Share Precision

- **Before:** "The Village receiving 23.7% of the total tax levy" (Kettle Moraine figure only).
- **After:** "the Village's share of the total tax levy is 23.7% (Kettle Moraine) or 25.9% (Mukwonago)" - matching the two-column table in Historical Trends.

Verification (this pass)

- All four Waukesha County adopted budget PDFs verified: every cell of the four-year trend table exists in that year's document; the revenue detail table matches page 137 of the 2026 document exactly (all rows, change amounts, and percentages); the staffing chart matches page 136.
- All ten scenario totals re-derived from PD Calcs for 2027.xlsx "Total Costs-2027" lines (B \$161,599.82 to \$161,600 ... K \$206,540 exact); all per-home values follow the rounded-annual convention.
- All six 5-year escalation rows recomputed with year-by-year rounding: every cell and total matches.
- Calculator re-simulated (Python mirror of the JS) at defaults and edge inputs (admin hours = 0; officers = 0/2/3; max rate/gas/equipment/homes): consistent outputs, no negative or anomalous values; static displays now exactly equal what the JS produces on load.
- Cost Detail 2026 table re-sums to \$164,783 (all percentages correct); Impact Summary defaults verified (\$253/\$21.08, \$160/\$13.33, -\$85,017/-93/-7.75).
- JS audit: chart instances destroyed before re-init (no leak on repeated tab clicks); all getElementById targets exist; no implicit event usage; the officer-hours clamp never triggers (max possible 43,680 < slider max 43,800).

Intentionally NOT changed (this pass)

- The guide (.md/.pdf) is unchanged - it cites neither corrected value and already describes the post-fix semantics ("Annual officer hours auto-calculate as Patrol Hours/Day x Officers x 7 days x 52 weeks").
- Overview comparison-bar widths: internally proportional to a common scale; two cells differ from strict proportionality by 0.1pp due to rounding - cosmetic only.
- The calculator's \$13,200 insurance constant is labeled in the tab note as Part-Time Chief position coverage; Donna Samuels' spreadsheet attaches an identical \$1,100/mo line to FT Officer scenarios and none to PT-only scenarios. Left as-is since it was part of previously approved defaults (documented in the calculator note).

10. Citation Revenue Correction Round (September 17, 2026)

10.1 Citation revenue offset re-based on audited joint-court receipts (\$15,536 to \$6,038)

- **Before:** the offset was a flat **\$15,536/yr** average citation revenue carried from earlier rounds.
- **After:** the offset is now **\$6,038/yr** — the average of North Prairie's audited municipal share of joint-court citation collections for 2024 (**\$6,208.85**) and 2025 (**\$5,868.00**), per 2024-2025 Court Citations - 09.17.26.xlsx (five-municipality joint court: T of Eagle, T of Mukwonago, V of Eagle, V of North Prairie, V of Vernon; monthly figures sum exactly to the sheet's own annual totals).
- Framing updated everywhere: under any non-North Prairie PD scenario (Waukesha County Sheriff's Department contract or statutory coverage), that revenue would go toward Waukesha County and would not reduce village costs.
- Updated at every occurrence in the HTML:

- Calculator results panel & comparison box: offset **-\$6,038**; NET COST TO TAXPAYERS \$177,329 to **\$186,827**; Cost Per Home \$194/yr · \$16.17/mo to **\$204/yr · \$17.00/mo** (gross total unchanged at \$192,865)
- Comparison box: Expense Difference +\$12,546 to **+\$22,044**; per home +\$14/yr to **+\$24/yr**; monthly +\$1.17/mo to **+\$2.00/mo**
- Feasibility Impact Summary (defaults: PT\$40+6hr vs one deputy 5 days/wk): offset **-\$6,038**; PD net \$146,064 to **\$155,562**; per home \$160/yr · \$13.33/mo to **\$170/yr · \$14.17/mo**; difference -\$85,017 to **-\$75,519** (-\$93/yr to **-\$83/yr**; -\$7.75/mo to **-\$6.92/mo**)
- Notes: the Overview "Citation Revenue Offset" note and the Scenarios intro example now read "PT Chief \$45/hr + 6hr/day (Scenario C) nets to about **\$163,000/yr ~ \$179/home**"; the Feasibility comparison-table footnote examples now read "PT Chief \$40/hr + 6hr/day nets to about **\$156,000/yr ~ \$170/home**; PT Chief \$45/hr + 9hr/day nets to about **\$205,000/yr ~ \$224/home**"; the 5-year escalation per-home note and the calculator tab note are re-based to \$6,038 with the audited basis.

10.2 Historical Trends — 2024 squad car excluded as a capital expenditure

- **Before:** the 2024 row showed Actual Spent of \$255,199 with "+\$26,758 (11.7% overspent)" and a note that the \$61,534 squad car purchase was what kept \$34,776 from going to the general fund; the Historical Pattern note described 2024 as an overspending year.
- **After:** Actual Spent is now **\$193,665** (excluding the one-time \$61,534 squad car purchase, a capital expenditure), shown as **-\$34,776 (15.2% underspent)** with unspent funds returned to the general fund; the Historical Pattern note now states that every year shows unspent funds returned (~\$19,900–\$49,300).
- Source-figure note: the request quoted \$193,655 / \$34,786. Those two figures are internally consistent with each other but are **\$10 off** from the arithmetic of the sourced numbers (\$255,199 - \$61,534 = \$193,665; \$228,441 - \$193,665 = \$34,776). The arithmetically correct values — which also match the prior note's "\$34,776 would have gone to GF" — are used in the document.

10.3 Sheriff correspondence — statutory coverage confirmation corrected

- **Before:** the Coverage Context note ended with "no confirmation appears in the reply provided," which no longer reflected where things stand.
- **After:** the note now states that the Sheriff's Office confirmed the four adjacent communities (Towns of Genesee, Eagle, and Ottawa; Village of Wales) receive statutory coverage, while no information was provided regarding other Waukesha County communities contracting with the Sheriff's Office (the Village understood approximately 8–9 such communities exist — unconfirmed). Verified against the August 31 / September 9, 2026 email thread.

10.4 Scenarios D & E — removed "M–S" from officer-hours detail

- **Before:** both cards read "(2,941 hrs/yr M–S @ \$34/hr; ~56 hrs/wk)".
- **After:** "(2,941 hrs/yr @ \$34/hr; ~56 hrs/wk)" (the 9-hr/day model is already described as "9 hrs/day M-F, 8 hrs S-S" in the same line).

10.5 Calculator Chief Type dropdown — rates aligned to the scenario models (\$45/\$50 to \$40/\$45)

- **Before:** options were Part-Time Chief @ \$45/hr (default) and @ \$50/hr.
- **After:** options are Part-Time Chief @ \$40/hr and @ **\$45/hr** (selected default). The \$45 default preserves every previously approved gross figure (chief salary \$46,800; total \$192,865) and matches the "Recommended" Scenario C.

10.6 Guide + change log artifacts

- How to Use - Feasibility Analysis Tool.md: Chief Type row now "PT @ \$40/hr · PT @ \$45/hr"; citation-offset paragraph re-based to \$6,038 with the audited 2024/2025 basis; comparison intro updated; the "Getting Started"

heading restored (it appeared in the previously delivered PDF but was missing from the .md). PDF regenerated in sync (same branded layout).

- This change log: header date advanced to September 17, 2026; §10 added; trailing Verification section refreshed to current values.

Verification (this pass)

- Citation figures re-derived independently from the xlsx: NP Municipal Share sums \$6,208.85 (2024) and \$5,868.00 (2025); average 6,038.425 - **\$6,038** (whole-dollar convention).
- Calculator JS mirrored in Python at defaults: gross \$192,864.58 displayed as \$192,865; net \$186,826.58 displayed as **\$186,827**; per home 204.18 - **\$204/yr · \$17.00/mo**; vs the \$164,783 budget - **+\$22,044 (+\$24/yr · +\$2.00/mo)** — every static display equals the JS output exactly.
- Impact Summary mirrored in Python: **\$155,562 net; \$170/yr · \$14.17/mo; -\$75,519 (-\$83/yr · -\$6.92/mo)** — matches the updated statics exactly.
- Grep confirms no "15,536"/"15536", "\$50/hr", or "M-S" remain in the HTML; all ten former occurrences (eight narrative/panel + two JS constants) replaced.

11. Statutory Coverage Clarification & Scenario Detail Simplification (September 26, 2026)

11.1 Four neighboring communities rely solely on statutory coverage

- **Before:** the Sheriff's Department Context tab stated only that the Sheriff's Office confirmed the four adjacent communities "receive statutory coverage."
- **After:** the Coverage Context note now states that the Village of Wales, Towns of Genesee, Eagle, and Ottawa each rely solely on this baseline service from the Waukesha County Sheriff's Department (no dedicated police force or contracted additional service). A matching "Coverage Context" note was added to the Municipal Profile Comparison tab, where these same four communities are the comparison set.

11.2 Scenario cards B–K — daily schedule detail removed

- **Before:** each card's detail line ended with a day-by-day pattern commitment after a "|" (e.g., "| ~6 hrs patrol M-F, 5 hrs S-S"; "| 9 hrs/day M-F, 8 hrs S-S").
- **After:** everything after the "|" was removed from all ten cards; only annual and weekly hours remain (e.g., "2,941 hrs/yr @ \$34/hr; ~56 hrs/wk") because actual coverage varies. Scenario A's descriptive detail contains no patrol-hours commitment and is unchanged; scenario model names keep their source-spreadsheet labels (6hr/day, 9hr/day, etc.).

11.3 Prominent "Adjacent Community Coverage" callout on the Sheriff's Department Context tab

- **Before:** the sole-reliance statement for the Village of Wales and the Towns of Genesee, Eagle, and Ottawa sat inside the longer "Coverage Context (Village letter, August 31, 2026)" note at the bottom of the tab.
- **After:** that sentence now stands alone as a visually prominent callout ("Adjacent Community Coverage") at the bottom of the tab's opening section — new .note-key styling (navy accent bar, light-blue background, full-size text) makes it stand out from the standard notes. The Coverage Context note retains only what the letter asked and what was understood about other contracting communities.

Verification (this pass)

- Grep of the updated HTML: zero "M-F"/"S-S" daily-pattern strings remain in the scenario cards; weekly-hour figures (~56 hrs/wk, ~70 hrs/wk), all dollar totals, and per-home values unchanged.

- Both coverage notes are consistent with the August 31 / September 9, 2026 correspondence (Sheriff's Office confirmation of statutory coverage for the four adjacent communities).
- HTML structure re-checked after the note split: div balance intact; the sole-reliance statement now appears exactly twice in the document (new callout on the Sheriff's tab + Municipal Profile Coverage Context note); the sentence moved verbatim — no wording altered.

12. Scenario F - One-Time \$10,000 Equipment Cost Removed (October 5, 2026)

12.1 Requested change

- **Before:** Scenario F's total was shown as **\$240,028** with an asterisk footnote ("Scenario F total cost includes a one-time \$10,000 New Equipment (Radio Grant) item; all other scenarios list this equipment separately."); the same sentence also appeared in the 2027 Scenarios tab intro paragraph.
- **After:** the one-time \$10,000 radio-grant purchase is excluded from Scenario F's displayed total: **\$230,028** (per home **\$251/yr / \$20.92/mo**; previously \$262/yr / \$21.83/mo). Both footnote sentences were deleted and every asterisk removed, so Scenario F is now on the same basis as all other scenarios - no displayed total includes a one-time equipment purchase.

12.2 Where it changed

- **2027 Scenarios tab:** card name (asterisk removed), total \$240,028 -> \$230,028, per-home \$262/yr / \$21.83/mo -> \$251/yr / \$20.92/mo; intro-paragraph sentence deleted.
- **Overview tab comparison bars:** F's bar moved up one position so the list stays strictly cost-ascending (now between PT Chief \$45/hr + 9hr/day at \$211,284 and Waukesha County Sheriff's Department One Deputy 5 days/wk at \$231,081); width recomputed on the bars' common scale (\$319,753 = 76%) to **54.7%**; value updated to \$230,028.
- **Feasibility Analysis comparison table:** F's row moved up one position (same sort change) with values \$230,028 / \$251 / \$20.92 and asterisk removed; the equipment footnote under the table deleted. Scenario F now correctly sorts below Scenario G (\$237,958).
- **Scenario chart (JavaScript):** data point updated to 230028; label "PT \$40 + 11hr*" -> "PT \$40 + 11hr".

12.3 Source verification (PD Calcs for 2027 (1).xlsx)

- Sheet "PT Chief \$40 PT Officers (11)": Total Costs-2027 = **\$240,027.65**, which includes a "New Equipment-Radio Grant" line of exactly **\$10,000** inside Total Operating Expenses; the sheet's own note says it "will need to be included if not purchased in 2026." Removing that one-time item gives \$230,027.65 -> displayed as \$230,028 (per home: / 915 = \$251/yr; monthly = \$251 / 12 = \$20.92).
- Sheet "PT Chief \$45 PT Officers (11)" (Scenario G): Total Costs-2027 = **\$237,957.65** with the equipment listed separately outside the total - confirming Scenario F (\$230,028) now correctly sorts below Scenario G (\$237,958), consistent with its lower chief rate.

12.4 Full correctness audit (this pass)

- All ten scenario totals B-K re-derived from the xlsx "Total Costs-2027" lines and matched against every panel that displays them (cards, Overview bars + per-home grid, Feasibility table, chart data): all consistent.
- Every per-home annual/monthly figure recomputed with the document convention (annual = total / 915 rounded to whole dollars; monthly = rounded annual / 12): every panel matches.
- Overview comparison-bar widths verified against the common scale for all ten bars; Feasibility table re-checked as strictly cost-ascending after the row move.
- Stale-string sweep of the updated HTML: zero remaining hits for "240,028", "(11hr/day)*", "\$10,000 New Equipment", or "Radio Grant"; tag balance (div/table/tr/td/span/p) intact.

Intentionally NOT changed (this pass)

- The Interactive Calculator's adjustable **New Equipment Budget** input (default \$10,000) is a general parameter of Donna Samuels' 2027 estimation methodology - independent of Scenario F's one-time radio-grant item; removing it would have altered the previously approved calculator defaults (\$192,865 gross / \$186,827 net).
- The Cost Detail tab's 2026 actual line "New Equipment (< \$5000)" = \$0 is sourced budget data and stays.

Verification

- Every displayed default was re-derived from the calculator's own formulas and matches the HTML exactly: \$192,865 gross - \$6,038 = **\$186,827 net**; ÷ 915 homes - **\$204/yr · \$17.00/mo**; vs the \$164,783 2026 budget - **+\$22,044** (+\$24/yr · +\$2.00/mo).
- Impact Summary: \$161,600 - \$6,038 = **\$155,562 - \$170/home/yr · \$14.17/mo**; vs \$231,081 - **-\$75,519** (-\$83/yr · -\$6.92/mo).
- Search of the current HTML confirms no Full-Time Chief option and no "\$95,000" remain; the only "Full-Time Chief" reference is the historical hiring-attempt note.
- Guide PDF visually inspected on both pages after rebuild (layout, table split, Tips placement, footers).

Intentionally NOT changed

- Sourced gross figures were left as printed: scenario cards B–K totals, Donna Samuels' 2027 cost estimates, and the Sheriff's Office letter numbers. The offset is applied at decision-level comparisons with explanatory notes instead of rewriting sourced documents.
- Key-metric cards on the Overview tab still show the sourced gross per-home figures (\$177 etc.); the new note explains the offset.
- \$40/hr part-time chief scenarios were kept — they are sourced part-time data from PD Calcs for 2027, a different concept from the eliminated Full-Time Chief option.

Earlier rounds of changes (logo prominence, subtitle/date wording, sources line, \$0 statutory coverage re-labeling and definitions, WCS/PD spelling-out, Donna Samuels cost-detail note) are documented in Changes Made Today - Before vs After.pdf.



Feasibility Analysis for North Prairie Police Department & Budget Overview | Prepared September 2026

915	\$164,783	\$177	\$14.75
Tax-Paying Homes	2026 Police Department Budget	Est. Cost Per Home (6hr)	Est. Cost Per Home (6hr/mo)
508	~6 hrs	96-132	
2025 Calls for Service	2025 Avg Daily Coverage	Days/Year No Coverage	

Overview	Historical Trends	Sheriff's Department Context	Cost Detail	2027 Scenarios	Interactive Calculator
Feasibility Analysis	Municipal Profile				

Executive Summary

The Village of North Prairie is evaluating the feasibility of maintaining its police department. As of 2026, the Police Department budget is **\$164,783** (down from \$228,098 in 2025), reflecting reduced operations. The department averaged approximately **6 hours of patrol coverage per day in 2025**, with 96-132 days per year having no North Prairie Police Department coverage at all.

Key Context: In 2025, there were 508 calls for service (42/month) and 127 citations (10.5/month). The cost per call for service was \$352, and \$1,407 per citation.

Statutory Coverage: Under Wisconsin State Statutes, the Waukesha County Sheriff's Department is legally required to provide law enforcement services to all municipalities within the county at no additional cost to those communities. This is known as "statutory coverage" and requires no formal contract:

- **Wis. Stat. § 59.28 (1):** "Sheriffs and their undersheriffs and deputies shall keep and preserve the peace in their respective counties and quiet and suppress all affrays, routs, riots, unlawful assemblies and insurrections; for which purpose, and for the service of processes in civil or criminal cases and in the apprehending or securing any person for felony or breach of the peace they and every constable and coroner may call to their aid such persons or power of their county as they consider necessary."
- **Wis. Stat. § 59.27 (13):** The sheriff shall "Enforce all city, or village, ordinances in a city, or village, in which the sheriff provides law enforcement services under a contract described under s. 62.13 (2s) (a)."

This means North Prairie residents already receive baseline peace-keeping and law enforcement coverage from the Waukesha County Sheriff's Department funded through county property taxes they already pay. The additional cost to the Village for this statutory coverage is **\$0.00**. Any contracted service beyond this baseline (e.g., dedicated patrol hours) would incur additional charges as shown in the comparisons below.

Cost Comparison: Maintain Police Department vs. Contract with Waukesha County Sheriff's Department

Statutory Coverage by Waukesha County Sheriff's Department		\$0.00
PT Chief \$40/hr + PT Off (6hr/day)		\$151,600
Current 2026 Police Department Budget		\$164,783
PT Chief \$45/hr + PT Off (6hr/day)		\$169,530
PT Chief \$40/hr + FT Officer (8- 9hr)		\$198,610
PT Chief \$45/hr + PT Off (9hr/day)		\$211,284
PT Chief \$40/hr + PT Off (11hr/day)		\$230,028
Waukesha County Sheriff's Department — One Deputy, 5 days/wk (second shift)		\$231,081
PT Chief \$45/hr + PT Off (11hr/day)		\$237,958
Waukesha County Sheriff's Department — One Deputy, 7 days/wk (second shift)		\$319,753

Per-Home Tax Impact (Annual / Monthly)

Statutory Coverage by Waukesha County Sheriff's Department
--

PT Chief \$40/hr + 6hr
\$177
\$14.75/mo

PT Chief \$45/hr + 9hr
\$231
\$19.25/mo

PT Chief \$40/hr + FT Officer (8-9hr)
\$217

\$0
\$0.00/mo
per home/year

per home/year

per home/year

\$18.08/mo
per home/year

Waukesha County Sheriff's
Department — One Deputy,
5 days/wk (second shift)
\$253
\$21.08/mo
per home/year

Waukesha County Sheriff's
Department — One Deputy,
7 days/wk (second shift)
\$349
\$29.08/mo
per home/year

Citation Revenue Offset: North Prairie Police Department options are offset by an average of \$6,038 per year in citation revenue — North Prairie's audited municipal share of joint-court citation collections for 2024 and 2025 — which reduces operating costs (for example, PT Chief \$45/hr + 6hr/day nets to about \$163,000/yr ≈ \$179/home). This offset would not apply if services were contracted with the Waukesha County Sheriff's Department or under statutory coverage; under any non-North Prairie PD scenario that revenue would go toward Waukesha County.

Feasibility Analysis for North Prairie Police Department & Budget Overview | Prepared September 2026

Data sources: North Prairie Adopted Budgets 2020 - 2026, Waukesha County Adopted Budgets 2023 - 2026, Financial Outlook Documents and Police Department Cost estimates for 2027 prepared by Donna Samuels, Waukesha County Sheriff's Office 2027 Contract Cost Estimate (September 9, 2026) and related correspondence

Village of North Prairie

VILLAGE CLERK/TREASURER

Job Description

GENERAL STATEMENT OF DUTIES

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. Performs the duties of Village Clerk as contained in Wisconsin Statute 61.25. Serves as Village Treasurer as contained in Wisconsin Statute 61.26 and Office Manager for general Village administrative offices upon the direction of the Village President and Board.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive; other duties may be required and assigned.

1. Attend all Village Board meetings. Takes and prepares minutes in final form.
2. Attend other committee meetings as requested. Prepares minutes in final form.
3. Attends Board of Review meetings and take minutes. Responsible for compliance with Wisconsin statutory provisions.
4. Responsible for administration of all elections.
5. Responsible for administration and preparation of all licenses and permits, except those pertaining to Building Inspection.
6. Responsible for meeting all publication requirements for Village operations.
7. Responsible for coordination and preparation of employee payroll and payment of benefits.
8. Responsible for daily cash management.
9. When requested, attend Village bid openings and represent Village at official functions. Always notarizes official Village papers and signs official Village documents.
10. Responsible for records management and filing of all documents.
11. Prepares bank and account reconciliations. Reconciles balance to general ledger accounts and subsidiary accounts monthly.

12. Assists professional staff with balance sheet and income statement account reconciliations.
13. Assists Village Board in budget preparation.
14. Assists Village professional staff in the investment of all funds.
15. Assists in any other projects which need the attention of the Village Clerk-Treasurer as directed by the Village President and Board.

KNOWLEDGE AND ABILITIES

1. Knowledge of Wisconsin election and licensing laws.
2. Knowledge of general office operation and procedures.
3. Good oral and written communication skills.
4. Good customer relation skills.
5. Extensive knowledge of general government accounting principles and practice.
6. Working knowledge of Village Code or ability to develop this knowledge in a reasonable amount of time.
7. Good supervisory and employee relations skills.
8. Ability to work more than 40 hours per week.
9. Knowledge of and the ability to use computers for daily processing of work.
10. Knowledge of records management.

QUALIFICATIONS

1. High school diploma or GED. Some college preferred but applicable job experience will be considered.
2. Prefer three years of experience as a Municipal Clerk or Deputy Clerk.

TOOLS AND EQUIPMENT USED

Phone system, personal computer including word processing software, Sage accounting program, copy machine, postage machine, fax machine and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to walk, use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and adjust focus.

WORK ENVIRONMENT

The employee will be required to work in an office environment and on occasion visit other municipal facilities both outside and inside. The noise level varies depending on office equipment and people interactions.

HOURS OR WORK

Regular office hours are from 9 a.m. to 5:00 p.m. Monday through Friday, unless adjusted. Additional hours are required for this position due to meetings and/or workload. This is a salaried position.