

**MEETING NOTICE AND AGENDA**  
**VILLAGE OF NORTH PRAIRIE**  
**Buildings & Grounds Committee**  
**April 8, 2025**  
**5:30 P.M.**  
**Village Hall, 130 N. Harrison St.-Conference Room**

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

Call to Order  
Roll Call

Approve 3-19-2025 meeting minutes

1. Discuss / Action as required: Open sealed bids for Ferris and Pine Dr. Road projects with recommendation to Village Board.
2. Adjourn

April 1, 2025

Donna Samuels, Chair  
Cheri Lampe Member  
Dave Schroeder, Member

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact the Village Office at 262-392-2271.



Public Works, Buildings & Grounds Committee Meeting  
Minutes from March 19, 2025  
Village Hall, 130 N. Harrison

Call to Order: 4:01 pm

Roll Call: Trustees Cheri Lampe-Absent, Dave Shroeder, Donna Samuels: Dave Molitor-DPW and 4 members of public: Debbie Carasco-Zanini, Dawn Rolain, Yvonne McCaffery, Matt DeMarais

Minutes were provided from Feb. 19, 2025, meeting. Dave S. made a motion to accept as presented. Donna seconded. Motion carried.

1. Debbie Carasco-Zanini indicated the Friends of North Prairie Native Gardens would be interest in possible working with the Village and community partners to build and put a footbridge over the drainage ditch, with riprap, that leads to the pond in PV Park. Their native garden path leads directly to that, and it would be a nice, safer transition for people to continue travelling in that area. Dave M. indicated Dave Stellpflug and Debbie Hall had discussed this, and he thought there may be a drawing. Spoke to Building Inspector (Scott) and he indicated the bridge would need to be a minimum of 3' wide and depending on the height of the bridge it may need to have railing. The committee felt this would be a nice idea and would support the project in theory. Donna will reach out to Dave regarding plans and if a discount on material is possible.
2. Moved NPAA items up on agenda due to citizens present. 9c. We were presented with a letter from Dawn Rolain and Evie McCaffery was present as well. They would like to set up concessions, through the Lions Club, to sell food and non-alcoholic drinks at NPAA Little League games at Veterans Park pavilion. The committee feels it would be a nice addition and Matt DeMarais with the NPAA did not have any objections to it. This would be Wednesdays, and possibly Thursdays during their season. Donna made a motion to allow the Lions Club to utilize and sell concessions at NPAA Little League games in Veterans Park with the condition we determine what type of permit is required, if any, and applied and paid for it. Dave S. seconded the motion. Motion carried.
3. 9a. Discussed agreement for NPAA. Looking to set up a reasonable agreement with no charges to NPAA for field usage, both soccer and baseball/softball, if NPAA handles all set-up and material at their expense. They have provided an entire copy of their insurance through West Bend Mutual, which meets what the village requires. One concern is the use of the Kabota to drag/set-up the fields and how that would affect the Village if there would be an incident. We need to discuss it with our insurance company for clarification. Matt (with NPAA) agrees with the above. Will continue getting agreement in place with it being potentially a multi-year agreement.
4. 9b. Discussed NPAA's need of a storage shed at Broadland's Park. They would like to have storage shed at the upper level of the park as most equipment is for baseball/softball. We talked about the possibility of extending the pavilion to allow both NPAA storage and additional Village storage. NPAA will work on contributions and volunteers for building. Village (Donna) will work on obtaining a plan for an addition and talking to Broadlands Golf to determine where they stand on possible contribution to the project. The committee likes the idea of a shared facility as it would benefit both parties if it is possible to do.
5. Discussed CDBG grant since it is available again. Discussion to extend the sidewalk from just west of the RR Tracks on Highway 59 to St. Andrews Blvd to make better access as well as provide more safety. Receive an estimate for concrete, for an entire 1830 LF x 4' wide that would be approximately \$95,160. Also received an estimate for asphalt, 1830 LF x 8' wide at an approximate cost of \$154,900. Don't feel we need an 8' wide path. Dave S. indicated Merit Asphalt does the cart paths they have at the golf course. We feel concrete would be best.... work to get additional quotes and submit CDBG no later than 3/28/25 which is deadline.
6. Discussed with Dave M., the desire to get an old park picnic table in Prairie Village and a bench in Broadlands Park removed as they have been moved off to the side and have been there for years. Dave agrees and will work on getting them cut up and properly disposed of or scraped.
7. Discussed past items for follow-up. Blinds are in process with one final measurement. Dave provided a sheet that had an inventory of items with min-max levels noted. He also has started a spreadsheet that notes maintenance for equipment. He has a spiral notebook that has all items required (oil filter, gas filter, air filter, etc.) for all larger pieces of equipment which works for him. With new EE coming into DPW upon Dave's retirement they would have some level of organization of those things and can work with how they choose.
8. Discussed ice dam build-up at entrance to Village Hall as well as having the same issues on the back of the hall and possibly by PD. Dave M. said insulation to approximately R-50 was sprayed in the hall a

- few years back but that would not address the vaulted ceiling areas. We will reach out to a couple roofing contractors to see if they will take a look to help determine if we need additional venting or what may be creating this problem.
9. Discussed pedestrian paddles for use at Hwy 59 and Oakridge Dr crosswalk as well as Hwy E and Sadd St. to hopefully provide another level of safety for crossing in those areas. Also noted that DPW needs to paint those crosswalks this upcoming spring. The lines on Hwy 59 at both crosswalk areas at Oakridge and Fairview are nearly gone. Donna to follow up with State to determine what needs to be done to put paddles up and to also get costs.
  10. Discussed sale of water from Village pump/hydrant. Strong concern about the reporting of water taken and not getting to the village for invoicing. In 2024 water sales were \$13,200. The increase in price was to have been \$120 per load starting in summer but with turnover of Village Clerk this was not put in place. Concern that companies have not been notified of increase as well. Donna will work with Admin/Clerk to be sure they are notified. We discussed various ways of controlling water being taken but our largest concern is that we are not located in the area to oversee. Talked about putting a lock on the hydrant, requiring companies to come to hall to get a key, having a village employee meet them upon a call but water is pump early in morning or later in the day when employees are off work. Concern is we actually making money on this as Dave M. said that the Village has spent close to \$30,000 on repairs the past 5 years, he estimates. Donna to work with Evie to notify companies of increase and discuss permits, reporting and invoicing.
  11. Discussed Legacy Sports using large ball diamond at Veteran's Park 7 dates this spring/summer. The games will be at 5:30 but will need field set up by 4:30. Dave M. has no concerns about getting that done. Legacy has been notified we will not be doing any work to the diamond until fall. We will work diamonds so it is in the best shape it can be. They will provide Certificate of Insurance. Need to confirm the park rental for them and get an agreement put together. Donna to handle that aspect and report back to the committee.
  12. Discussed lining the tennis court for Pickle Ball. Dave M. got pricing from the company that did lines when the courts were redone. The price received was \$1307. He felt this was way too much for handling this and we will gather some additional pricing. Not sure if we would be able to do this year, if it is even feasible. If not, we will look at potentially putting into budget for 2026.
  13. Discussed Food Truck and Beer Vendor for Music and Motors for the 3 dates Historical Society has set up (6/26, 7/24 and 8/21). Need to determine what type of permit(s) if any are required by vendors. Have them set up for the first day as a trial and if all goes well the indication is they will continue selling at future events. Will talk to Harvest Fest to see what requirements they have for food trucks and selling beer. The beer vendor indicated he has a license to sell beer, wine and liquor. The committee decided we did not wish to have liquor sold at the event. Vendors would need to provide proper permits/license to village as well prior to the event.

Donna made a motion to adjourn at 6:55. Seconded by Dave S. **Motion carried.**

Respectfully submitted,

Donna Samuels  
Public Works, Buildings & Grounds Chair