

VILLAGE OF NORTH PRAIRIE
Village Board - Minutes
April 10, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **Call to Order** – President Hall called the meeting to order at 6:33 p.m.
2. **Roll Call** – Present: President Hall, Trustee Rewasiewicz, Trustee Schroeder, Trustee Lampe, Trustee Samuels, and Trustee McCormack, (1 vacant position).
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting** – Administrator Etten confirmed meeting notices
5. **Presentation by John Heintz-Taylor of donated tree to the Village in memory of Gary Nickerson** – John Heintz-Taylor presented one tree to Mrs. Nickerson in honor of former Village President Gary Nickerson and one to the Village of North Prairie on his behalf. President Hall thanked Mr. Heinz-Taylor for his tree donation to the Village. Trustee Samuels accepted the tree and will plant it. Trustee Schroeder noted the plaque by the front entrance door in honor of Gary Nickerson and suggested people read it.
6. **Approval of March 13, 2025 – Village Board Meeting Minutes** – Trustee Samuels motioned to approve the March 13, 2025, minutes as written, seconded by Trustee Lampe, **motion carried, 6/0.**
7. **Reports:** Building Inspector, Fire, Police and Public Works Department – Fire Chief Nottling was present and reminded the board about the radios that will be out of service soon. The cost to replace them is just shy of \$1M and they have applied for a grant, but no word yet. Each radio cost approximately \$7,000. Once they expire, his team will have five functional portable radios and three mobile radios that will work. He stated he had one full-time resignation and wants to hire seven more full-time employees, and he will have more information on that at the KMFD meeting on April 24, 2025. The fire department has established four committees and will select a director to start services. He stated that Fire/EMS services are on call 24/7. President Hall asked if the reason for the four committees was due to the 5-10 yrs fire plan. Chief Nottling responded that it is hard to get part-time employees that want to work for us because there is nothing enticing them to join our department since our fire station and equipment is old.
8. **PUBLIC COMMENT** – (No official action will be taken under Public Comment)
Note: Comments will be limited to 3 minutes per resident
President Hall motioned to open public comment, seconded by Trustee Rewasiewicz, **motion carried, 6/0.**
Liz Nottling stated she had four comments or questions for the board:
 - a) She felt compared to other municipalities, our village board members should get a slight increase in pay – Trustees should be at \$2,200 and the Village President should be at \$3,000. She stated it's not a big increase but understands the budget restrictions.
 - b) She asked how the vacant trustee position would be filled and if Andy Harmann would be appointed since he had the next highest votes for the trustee position.
 - c) She asked if the committee members were published.
 - d) She objected to seeking legal council to draft a resolution for the Village of North Prairie's Mission Statement, Vision Statement and Core Values. She also stated that

she would recommend the village board pause adopting resolution #2025-01R, in order to get citizen input.

President Hall asked if there were any other public comments, given none, President Hall motioned to close the public comments, seconded by Trustee Schroeder, **motion carried, 6/0.**

9. VILLAGE PRESIDENT

- a. Report to Village Board – President Hall stated that Mr. Steve Styza, developer of the Broadlands Condo project updated the Plan Commission of its status. Mr. Styza stated that they would like to begin the infrastructure on June 15, 2025, but that won't likely happen until July. President Hall stated that a bond would be necessary to ensure protection to the Village in the event that the infrastructure was not completed by the developer, the cost to complete would not become a financial burden to the residents.

President Hall made the following announcements:

- Reminder of the Prairie Village Water Trust Annual Mtg. date of April 14, 2025, at the Village Hall, starting at 7:00 p.m.
 - The Kettle Moraine Fire Board will be holding two meetings to discuss the recent survey results and there will be a closed session to discuss personnel comments. These meetings will be on April 17 and April 24, 2025.
 - Reminder that the League of Municipalities offers board training for new board members for \$95.00/person and highly recommended anyone to attend.
 - On March 27, 2025, there was a scheduled controlled burn for fire department training.
 - Reminder that our attorney sent out a memo regarding open meetings laws that everyone should have received and abide by.
 - There may be possible money available to cover the gap between ambulance costs and the allowable payment paid by Medicare. Chief Nottling will look into this.
 - President Hall stated the need to appoint two vacant committee positions now due to the necessity to file reports and move forward with timely village deadlines.
- b. Discussion and/or Action: Appointment of Weed Commissioner pursuant to Wisconsin State Statute 66.0517 – President Hall motioned to appoint Trustee Samuels as the Weed Commissioner, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**
 - c. Discussion and/or Action: Appointment of Board of Review member due to vacancy – President Hall motioned to appoint Trustee Lampe to the Board of Review, seconded by Trustee Samuels, no further discussion, **motion carried, 6/0 .**
 - d. Discussion and/or Action: Letter to the Village of Eagle and Town of Eagle regarding KMFD agreement and reallocation of percentages. – There has been verbal communication stating that neither municipality is willing to negotiate at this time. – No further discussion, no action.
 - e. Discussion and/or Action: Extend Nancy Zastrow's contract through May 31, 2025 – President Hall motioned to extend Nancy Zastrow's contract through May 31, 2025, second by Trustee Samuels, no further discussion, **motion carried, 6/0.**

- f. Discussion: Ordinance 02-2021 – Regarding salaries and compensation of the Village Board – President Hall clarified the annual salaries for the Village President and Trustees based as stated in the ordinance. She also stated that ordinance states, attendance was a second factor in whether the salaries are paid at 100% or pro-rated. No further discussion, no action taken.

10. VILLAGE ADMINISTRATOR/CLERK/TREASURER

- a. Report to the Village Board.
- b. Administrative Assistant or Deputy Clerk hiring update – Administrator Etten stated that she had phone interviews with four candidates of which she held in-person interviews with three candidates today. All three candidates were very strong, and she would make her selection after the background checks came back.
- c. Election Update – Administrator Etten reported the election results and the start date for the new Village President of 4/15/25.
- d. Discussion and/or Action: Clerk's office hours – Open to the Public – Administrator Etten presented a revised schedule for public hours of business and the reasoning for her request. Trustee Samuels motioned to approve the change in public hours, seconded by Trustee McCormack. Discussion of effective date was held. Trustee Samuels amended her motion to approve the proposed public office hours to begin April 14, 2025, Trustee McCormack amended his second, no further discussion, **motion carried 6/0.**
- e. Timeline for submission of agendas – Administrator Etten requested that agendas be submitted to her the Friday before a meeting, but no later than two days prior to the meeting to allow time for publishing and collecting necessary documents for the meeting, no further discussion, no action.
- f. Dave Molitor retirement date – Administrator Etten announced that she received written notice from Dave Molitor for his retirement, effective September 19, 2025.

11. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE

- a. Report on discussion and/or action taken at previous meetings, reports or future agenda items – Trustee McCormack stated that the Joint Municipal Court lease agreement will be emailed to the Public Safety & Protective Services Committee and to Judge Powers on April 14, 2025.
- b. Discussion and/or Action: Analysis of Police Department – Trustee McCormack stated that the committee was tasked with analyzing the hours of police patrol several months back and Trustee Schroeder has taken the lead and turned the discussion over to him. Trustee Schroeder stated that the findings showed a consistent decline in patrol hours over the last three years:
 - 2023 – 7.5 hours of patrol per day
 - 2024 – 7.0 hours of patrol per day
 - 2025 – 6.0 hours of patrol per day for the 1st quarter

Discussion was held, comments noted:

- The percentage of administration costs outweigh the patrol costs, and it should be the other way around.

- The Chief has previously stated that he has a hard time filling weekend and third shifts due to part-time positions, so during these times, we are receiving coverage from the Waukesha Sheriff's Department.
- When asked if we could get the information from the Sheriff's Department as to how many hours of patrol, they provided us, the response given by the Chief, he cannot get access to that information.
- Trustee McCormack stated that he filed an open records request for this information with the Waukesha Sheriff's Department and it was provided to him.
- Trustee McCormack asked the Sheriff's Department how many calls they attended in 2024 for the Village of North Prairie (314 calls) and the Village of Wales (1,748).
- The Chief has made the statement to the committee several times that he was not hired to patrol.
- The committee was asked to evaluate how much patrol the village is receiving in patrol compared to the cost to the village. There seems to be a misunderstanding in the community that the village has 24/7 patrol coverage, which clearly is not the case. During the last three years, we have had 6 – 7.50 hours of patrol from North Prairie officers and the rest of the time we rely on the county.
- Trustee Samuels stated this isn't new to the Village of North Prairie. We are in the same situation as every other municipality. Restructuring has done better with patrol coverage.
- Options to be considered – Eliminate the police department, contract with the Waukesha County Sheriff's Department, or merge with another municipalities police services.
- Trustee Samuels stated, there is an expectation of the Police Chief to patrol.
- The committee is just trying to bring information to the public's awareness.
- Patrol Officer pay – VNP - \$29.75/hour Village of Eagle - \$28.33/hour
- Chief pay (if FT) – VNP - \$72,134/year Village of Eagle - \$72,100/year
- Trustee Lampe asked how much can we rely on the Sheriff's Department or any other municipality since they all have limited staff? How many patrol hours could we receive or how many tickets will they write? Where is the justification?
- Trustee Schroeder stated, the protective services committee has been reviewing the data provided by the chief for 4-5 months. We are truly in the infancy stages but want to understand it prior to budget season. We don't want to defund the police department. We want to make sure we are getting what we need from the police department.
- Trustee Lampe – again, how many patrol hours do we feel would be adequate?
- Trustee Schroeder – the patrol hours should equal 60% of the costs and the administration hours should equal 40% of the cost. The VNP is the opposite.
- Trustee McCormack - we have asked the chief for the last 3 months to give us recommendations on how to restructure the department, with no response.
- Trustee Samuels - the patrol hours have decreased 12% over the last three years and the administration hours have increased 6%. We currently let officers sign up for shifts when they can work with no expectations of them fulfilling these hours. The Village of Eagle chief works 1-1.5 hours on administrative duties and 6 hours of patrol per day. That equals approximately 15 hours per week spent on

administrative duties. The assistant chief patrols during the weekends. Our clerk works 32 hours per week. Our chief works 21-22 hours per week on administrative duties and the assistant chief spends 15-20 hours per week on administrative duties.

- President Hall stated that the police chief has been involved in the conversations and meetings of the protective services committee since day one. He is fully aware of what is being stated or presented here tonight.
- A citizen asked to speak publicly.

President Hall motioned to open the discussion to public comment, seconded by Trustee Samuels, **motion carries, 6/0**. Resident Brad Beglinger, 198 Crooked Stick stated he would like to see the patrol hours at 80% and the administration at 20%. He agreed we should have more patrol than administrative costs.

Trustee Samuels – the Town of Mukwonago has a full-time chief and seven (7) full-time patrol officers. They recently had a referendum to hire 2-3 full-time patrol officers to be able to provide patrol 24/7. They might consider a shift re-organization to overlap shifts.

Resident Julie Schneider, 101 Steven's Ct. asked if we have ever considered hiring non-sworn community services officers.

Trustee Samuels, no we haven't considered that. North Prairie is relatively a safe place to live.

President Hall, until these three committee members were on this committee, no one ever looked into this information before.

Resident Scott Wojtczak, 511 Chad Court stated he used to live in Big Bend they had the same issues. What did they do?

Trustee Samuels - we did not reach out to Big Bend.

President Hall reminded everyone that this is a fact presenting time.

Resident Bill Kubricki, 123 Ferris, asked if there was a job description and what is done if the employee is not performing their duties?

Acting Deputy-Clerk, Nancy Zastrow suggested the possibility of creating an Ad-Hoc committee for the police services to come up with alternative ideas for the police department. This will allow the community's involvement. Then it's not just the board members trying to resolve it.

President Hall motioned to close the public comments, seconded by Trustee Samuels, no further discussion, **motion carried, 6/0**.

Trustee Schroeder informed the board that the chief and assistant chief informed the committee that approximately 75% (35-50) ordinances are weak or not enforceable. The committee has requested the chief to present five (5) updated and enforceable ordinances per month to the committee to be considered by the board.

- c. Discussion and/or Action: Analysis of Kettle Moraine Fire District – the Protective Services Committee was also tasked with analyzing a three-year period of fire costs. Trustee Schroeder stated the Kettle Moraine Fire District was established in January of 2022 and it serves three (3) municipalities – Village of North Prairie, Village of Eagle and the Town of Eagle. Chief Nottling provides the call usage percentage each month. The fire

department has a \$1M budget of which \$750K is paid by these three municipalities. Chief Nottling stated that the municipalities don't pay for Fire & EMS service based on usage. Trustee Schroeder said, but we are paying based on a percentage of use and it's not fair.

12. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – Trustee Samuels mentioned:
 - The North Prairie Native Gardens desire to install a foot bridge in an area of the native gardens. Discussion will be needed with the building inspector before any action.
 - CDBG Grant awards will be in May – we requested funds to extend the sidewalks to St. Andrews.
 - Consideration to purchase Pedestrian Paddles to slow traffic on Hwy. 59.
 - NPAA desire to build a storage shed at the Broadlands for equipment.
 - Historical Society is having the Music & Motors events along with a beer garden three times this year, June, July and August.
 - They have worked with the food truck & beer provider to be there all three dates from approximately 4:30 – 8:00 p.m. They will only sell beer, wine and seltzers in cans.
- b. Discussion and/or Action: The dates for food truck and beer garden are 6/26/2025, 7/24/2025 and 8/21/2025 during the Historical Society Music & Motors event. Hours are from setup around 4:00 pm through tear down appx. 8:30 p.m. Hours of operation will be 4:30 - 8:00 p.m. – Trustee Samuels – Everything is lined up and in place if the board approves the beer vendor. The hours have been adjusted slightly - set up will probably start around 3:30 p.m., open for business at 4:00 p.m. No action.
- c. Discussion and/or Action: Venture Brew Co., LLC - Retail Sales Application – Trustee Samuels motioned to approve the AB-105 Sales application submitted by Venture Brew Co., seconded by Trustee McCormack. When asked if they will provide a Certificate of Insurance – Trustee Samuels said she has it and will forward to the Administrator/Clerk/Treasurer. When asked if there would be any cost to the Village of North Prairie, Trustee Samuels replied, no. When asked if any of the funds would come back to the Historical Society, Trustee Samuels said, no, it stays with the vendors to make it worth their time and effort. No further discussion, **motion carried, 6/0.**
- d. Discussion and/or Action: Review 2024 Annual MS4 Report for annual permit – Trustee Samuels – The cost is \$5,000 to have Ruekert & Mielke do this for us. We have to have an engineering firm involved due to the strict environmental requirements. We are not experts on the subject matter. The program will be re-vamped in 2028, and the cost will continue to increase. Trustee Samuels motioned to approve and accept the 2024 MS4 Annual Report prepared by Ruekert & Mielke in order to obtain our MS4 Permit for next year, seconded by Trustee Lampe, no further discussion, **motion carried, 6/0.**
- e. Discussion and/or Action: Road Bid Award for Ferris and Pine – Trustee Samuels – We published the RFP for the Ferris/Pine road project and verified that the two quotes received included everything listed in our RFP, which it did. We received a quote from Payne & Dolan for \$198,980 and one from Wolf Paving for \$164,994. Trustee Samuels motioned to accept and approve the bid from Wolf Paving and secure funding for the full amount budgeted, \$245,000, in case we run into any unforeseen issues due to the

springs under the roads. The motion was seconded by Trustee Schroeder. Discussion - President Deb Hall asked why there was an option 1, didn't we have \$30,000 in LRP funding to contribute to the cost of this project. Trustee Samuels – I am recommending that we secure funding for the full budgeted amount in case they run into issues, so we can do the full project. Trustee Samuels amended her motion to accept and approve the bid from Wolf Paving for \$164,994 and secure funding for \$215,000. The second motion was amended by Trustee Schroeder. Nancy Zastrow recommended asking the bank if they would consider a draw-down loan, where you can draw funds as you need to, and you only pay interest on what you borrow. No further discussion, **motion carried, 6/0.**

13. PERSONNEL & POLICY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – President Hall reported that the next Personnel and Policy meeting is scheduled for next week and likely won't be meeting due to the change in Village President and possible schedule conflicts, no action.
- b. Discussion and/or Action: Village of North Prairie Committees, Boards, and Commissions – President Hall – Committee structures were defined with what duties the committees are supposed to carry out. Certain committees and/or boards are mandated per state statutes. Per the advice of our attorney, President Hall motioned, "I move to place the North Prairie Committees, Boards, and Commissions outline as presented on file in the office of the Village Administrator/Clerk/Treasurer, to aid in summarizing the organization structure in the village", seconded by Trustee Samuels, no further discussion, **motion carried, 6/0.**
- c. Discussion and/or Action: Policy No. HR 2025-01 – Credit Card Usage – Trustee Samuels moved to approve Policy No. HR 2025-01 to reduce the spending authority on the credit cards in accordance with the overall spending authority recently set by the board, seconded by Trustee McCormack, no further discussion, **motion carried, 6/0.**
- d. Discussion and/or Action: Village of North Prairie Mission Statement, Village Statement and Core Values, Resolution 2025-01R – Motion by President Hall to approve Resolution 2025-01R, seconded by Trustee Samuels, no further discussion, **motion carried, 6/0.**

14. FINANCE & FEE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – Trustee Rewasiewicz presented his report.
- b. Discussion and/or Action: 2026 Re-assessment options - Trustee Rewasiewicz – we had a meeting with Mike Brown with Associated Appraisal; we are currently out of compliance on our assessments. We need to get a few questions clarified before we can present to the board. They should be done in 2026, and it will cost \$54,500. When a municipality falls below the allowable percentage, it has 5 years to bring it back into compliance or the state will step in and force the assessment. Last time it cost the village \$80,000, no further discussion, no action taken.
- c. Discussion and/or Action: Review and approval monthly bills and payroll - Trustee Rewasiewicz moved to approve the monthly bills and payroll as presented, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

- 15. Motion to Adjourn** – Motion to adjourn at 9:37 p.m. by Trustee Samuels, seconded by Trustee Rewasiewicz, no further discussion, motion carried, 6/0.

These minutes are approved by the Village Board on June 12, 2025.

Attested by:

Evelyn Etten
Administrator/Clerk/Treasurer