

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

Call to Order: 4:00 pm

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

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

**Motion carried.**

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

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

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

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

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

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

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

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

Respectfully submitted,

Donna Samuels  
Public Works, Buildings & Grounds Chair