

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting**
5. **Approval of Village Board Minutes:** April 10, 2025, May 8, 2025 & May 21, 2025
6. **Reports:** Building Inspector, Fire, Police and Public Works Department

7. **PUBLIC COMMENT** – (No official action will be taken under Public Comment)
Note: Comments will be limited to 3 minutes per resident. Please state your name and address before speaking.

8. VILLAGE PRESIDENT

- a. Discussion and/or Action: Approval of the Certified Survey Map #4468, Tax Key Number GNT 1547.973, submitted by Frank Schimpf on behalf of Scott and Sandra Messinger for land division of Lot 2 and Outlot 1 in the Town of Genesse as referred to the board by the Planning Commission.
- b. Discussion and/or Action: Request for approval of Torzala Brewing Company brewery permit extension submitted to the State of Wisconsin to be able to sell their beer at a family celebration on July 3, 2025, in Veteran's Park from 12:00 noon – 9:00 p.m.
- c. Discussion and/or Action: Appointment of Committee members per the Village President.
 - Appoint Dave Schroeder as the Chair of the Fee & Finance Committee.
 - Appoint Andy Harmann to fill the vacancy on the Fee & Finance Committee.
 - Appoint Mike McCormack as the Chair of the Personnel & Policy Committee.
 - Appoint Dan Miresse to fill the vacancy on the Personnel & Policy Committee.
 - Discussion and/or Action: Remove Dave Schroeder from the Public Works Committee and appoint Andy Harmann to fill that position.
- d. Discussion and/or Action: Change the meeting time of the Personnel & Policy meeting from 8:30 a.m. to 4:30 p.m. on the third Tuesday of each month.
- e. Discussion and/or Action: Vacant Trustee position pursuant to Section 17.24 Wis. Stats.

- f. Discussion and/or Action: Review Ordinance 02-2025 – Amending Chapter 6 of the Municipal Code regarding Alcohol Licensing.

9. VILLAGE ADMINISTRATOR/CLERK/TREASURER

- a. Update regarding Deputy Clerk
- b. Financial Reports May – 2025
- c. Public Hearing for the Amended PUD for the Glen at the Broadlands will be at 6:30 p.m. on July 10th at the regular Village Board Mtg.
- d. Approved Operator License Renewals for 2025-2026
- e. Discussion and/or Action: Combination Class “A” Beer and “Class A” Intoxicating Liquor License for the licensing year July 1, 2025- June 30, 2026, in the Village of North Prairie:
 - Rajwinder Singh, N8147 National Drive, Beaver Dam, WI 53916, Sukhdeep Garcha, Agent for North Prairie Market, LLC, d/b/a **Bill's Self Service & Mini Mart**, 102 East State Road, North Prairie, WI 53153.
- f. Discussion and/or Action: Combination Class “B” Beer and “Class B” Intoxicating Liquor License for the licensing year July 1, 2025 - June 30, 2026, in the Village of North Prairie:
 - Scott McGuire, 2843 Raintree Lane, Waukesha, WI 53189, Agent for D J P S, LLC, d/b/a **Sports Page Bar and Grill**, 117 N. Main Street, North Prairie, WI 53153.
 - Louis Yaeger IV, 332 N. Lapham Peak, Delafield, WI 53018, Agent for Broadlands Golf Club, LLC d/b/a **Broadlands Golf Club**, 18 Augusta Way, North Prairie, WI 53153.
- g. Discussion and Action regarding Cigarette License from July 1, 2025 – June 30, 2026, for the following:
 - Bill's Self Service & Mini Mart – 102 E. State Road
 - Broadlands Golf Club – 18 Augusta Way

10. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE

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

11. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: Final report on Ferris Pine Road project
- c. Discussion and/or Action: Update on the Community Dev'l. Block Grant

- d. Discussion and/or Action: Recommendation by committee and Plan Commission to approve the proposed shed located in the upper Broadland's for the North Prairie Athletic Association (NPAA) equipment.

12. PERSONNEL & POLICY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: DPW Supervisor position hiring process and timeline.

13. FINANCE & FEE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: Review and approval monthly bills and payroll.
- c. Discussion and/or Action: Associated Appraisal for reassessment with recommendation.
- d. Discussion and/or Action: Road loan options with recommendation.

14. Motion to Adjourn

Personnel matters are not an appropriate subject for this forum and should be referred to the Village Office. Any comments which may violate the individual rights of an employee and/or representative of the Village will not be permitted. It is possible that members or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting(s) other than the governmental body specially referred to above in this notice. Please note, that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, please contact the Village Office at 262-392-2271.

Evelyn Etten
Administrator/Clerk/Treasurer
June 6, 2025

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 (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, what numbers justify what would work?
- 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 expects the chief to work 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. The 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 ordinances are 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.

Daniel Miresse, Village President

Attested by:

Evelyn Etten
Administrator/Clerk/Treasurer

VILLAGE OF NORTH PRAIRIE
Village Board - Minutes
May 8, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **Call to Order** – The meeting was called to order at 6:32 p.m.
2. **Roll Call** – Present: Trustee Rewasiewicz, Trustee Lampe, Trustee Schroeder, Trustee Samuels, Trustee McCormack, President Miresse.
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting** – Administrator Etten confirmed proper notice of meeting.
5. **Reports:** Building Inspector, Fire, Police and Public Works Department – Department reports were submitted for board review. The Administrator/Clerk/Treasurer was asked why we never see a report from the building inspector. The Administrator/Clerk/Treasurer asked him and he thought he was providing it. She asked if she was supposed to be including his permit report, Trustee Samuels stated she didn't know what he provides since she has never seen anything in the board packet from him. The Administrator/Clerk/Treasurer will talk to the building inspector again. No further comments, no action.
6. **PUBLIC COMMENT** – Trustee Samuels motioned to open to public comments, seconded by Trustee Schroeder, **motion carried, 6/0.**

Deb Hall, 404 Karen Dr. I have a couple things on the board agenda items – Item 7 (a) – stated that there is no mention of the Plan Commission meeting which is the Tuesday before the board meeting at 6:30 p.m. If the intent is to change the meeting times for citizens to attend, then why isn't the same consideration being made for the Personnel & Policy Committee, which meets at 8:30 a.m., the Fee and Finance Committee, which meets at 5:30 p.m., the Building's and Grounds Committee, which meets at 4:00 p.m. and the Protective Services Committees that usually meet at 4:00 p.m.? Item 7 (L) – Why wasn't the Wolverine Fireworks contract signed on April 7, 2025, presented to the Village Board for approval at the April 8, 2025, meeting and then the contract signed and executed by the Village President? In addition, why was this contract signed by an unauthorized person on behalf of the Village Board? As a resident of the Village of North Prairie, that a citizen thinks they have the right to sign contracts on behalf of the Village Board. I am not sure who's signature it is since the signature is illegible. I was the Village President at that time, and I certainly did not sign this contract. To my knowledge, this has never happened in the past and I would recommend that the board has policy and procedures in order, so this doesn't happen again. At the April 30th, Protective Services meeting where Chief Tamez announced that he will be taking medical leave for approximately a month to a month and a half. When he was asked if he had a plan in place for the operation of the police department in his place, he said he was going to talk to Assistant Chief Tesch and another officer, but he wasn't sure if he would have an Assistant Chief since he was recently elected as the Town Chair for the Town of Genesee. As a citizen, it is pretty disappointing and, in my opinion, unprofessional that an employee in a leadership role, such as the Chief of Police would come so unprepared to a committee meeting, announce his leave of absence, and not have a prior plan or a chain of command in place to present to the committee while he is out. Lastly, I would like to thank Administrator

Etten for including all the financial reports for 2024 and year to date for 2025 in the packets. It is nice to see where we are financially.

John Heinz-Taylor – 318 N Main St. commented regarding items 7 (b) & 7 (K) “the Glens of Broadlands”. Based on prior Broadland development actions, he wants the village to make sure the PUD protects the citizens or residents of the Village of North Prairie, that the failure of this project does not fall as a burden to the residents of North Prairie.

John Russell – 416 Prairieview Dr., also a water trustee for the Prairie Village Water Trustee (unofficially here to present an update). The Prairie Village Water Trust is looking into options for a phone plan to be able to report emergency or get ahold of a trustee.

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

7. VILLAGE PRESIDENT

- a. Discussion and/or Action: Committee meeting dates & times – President Miresse stated that he put this item on the agenda in an effort to make the meetings more accessible for citizens to be present. Trustee Schroeder asked, “How many complaints (in writing) have we received regarding the times of the meetings?” Administrator Etten, responded that she has not received any complaints regarding meeting times. I am asking because we at Protective Services, we never have any citizens come to the meeting, Public Works, Buildings & Grounds has maybe one-two citizens attend, Fee and Finance had one attend, usually none. Those are the three committees that I am on and that’s why I’m asking for more explanation why we are considering changing the times when we haven’t received any citizen complaints. Trustee Samuels if you are looking to have citizen’s attending committee meetings, then why are all meetings at 6:30 p.m. I’ve checked with surrounding communities and our meetings and their meetings are all over the map. I don’t feel that our times are out of line looking at other municipalities’, especially if we are not getting any citizen complaints. President Miresse, my intent for some of these changes are because I have a day-time job and it’s hard for me to make it to the meetings at 4:30 p.m. And over the last several weeks, I have received several comments regarding Protective Services meetings and that citizens would like to be able to attend those meetings. Administrator Etten stated, the committee meeting times are set based on the availability of the committee members so they can perform their duties. The committees can only vote to recommend to the board and all actions must be voted on by the village board. Trustee Samuels stated, some of these meetings require staff to be present and we need to be considerate of their time as well. It’s not convenient for them to work their day, then go home and come back for a meeting. Trustee Rewasiewicz stated, committee times should be set by the committee members based on what works for them. Trustee Samuels stated, all committee meetings are open to the public, Trustee Rewasiewicz said, as long as they are posted. President Miresse asked if they could consider at least the board meeting starting at 7:00 p.m. as 6:30 p.m. is very hard for him to make, especially on Thursday’s. Trustee Lampe stated, she has no problem making the board meeting at 7:00 p.m. Trustee Rewasiewicz said, if we get a new trustee, the committees and times might change based on the availability of the trustees. Trustee Samuels stated, again, I think we need to be considerate of our staff, we start Planning Commission at 6:30 p.m. and the board meetings at 6:30 p.m. If we need to take Evie into consideration the amount of hours she puts in in everyday, then she works for another hour and a half past her

scheduled hours before the meeting starts at 6:30 p.m. and then the meetings can go on for a few hours beyond that. She has a 45-minute drive home, that makes for a very long day. I understand what you're saying, Dan, but 6:30 has been working. President Miresse, well, then I guess we leave it then? Trustee Samuels, well, I guess you need to make a motion to change the time or change the date. Trustee Rewasiewicz asked Administrator Etten what she thought? She stated, "I am here many nights until 6:30, 8:30, or longer for meetings. A half and hour is a half an hour, it doesn't matter, I guess. President Miresse, ok, I guess we can just leave it for now at 6:30 p.m. until we get the committees set and see when everyone is available. Trustee Samuels, do we need a motion to table it? Administrator Etten, said no. No further discussion, no action.

- b. To authorize staff to publish notice of the Public Hearing to be held on June 12, 2025, at 6:30 p.m. to amend the PUD for at Broadland's overall development as recommended by the Plan Commission at its meeting held on May 6, 2025 – Trustee Samuels motioned to approve staff to publish notice of the Public Hearing to be held on June 12, 2025, at 6:30 p.m. to amend the PUD for "THE GLEN at the Broadlands" overall development as recommended by the Plan Commission at its meeting on May 6, 2025, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**
- c. Discussion and/or Action: Plan Commission citizen member appointments – President Miresse stated there are two expired terms, Al Mull wants to step down, Mike Radomski wants to renew for three years, Debbie Hall has express interest in being on the Plan Commission – President Miresse motioned to appoint Debbie Hall along with Mike Radomski to the Plan Commission for a three-year term, seconded by Trustee Samuels, no further discussion, **motion carried, 6/0.**
- d. Discussion and/or Action: Fire Commission citizen member appointments – President Miresse motioned that Al Mull be reappointed to the Fire Commission for a three-year, second by Trustee Lampe. Trustee Samuels asked, how often does the fire commission meet? Response – as needed basis. President Miresse, all those in favor? Trustee Samuels, stated, you need to ask if there are any opposed. President Miresse thought he did. Trustee Samuels stated, no, you didn't. President Miresse, any opposed? Trustee Schroeder, nay. No further discussion, **motion carries, 5/1.**
- e. Discussion and/or Action: Residence Board citizen member appointments – Joe Whitmore stated he would like to be reappointed. President Miresse motioned to reappoint Joe Whitmore to the Residence Board for a three-year term, seconded by Trustee Schroeder. No further discussion, Trustee Samuels, nay, **motion carried, 5/1.**

Deb Hall asked if Fire Commission appointment was made for three-year term or one-year term? President Miresse stated three-year term. Deb Hall, I'm sorry it is only for a one-year term, no it's a two-year term. Trustee Samuels said, I believe we have to amend that motion and the second. President Miresse amended his motion for item d to appoint Al Mull to the Fire Commission for a two-year term. Trustee Samuels stated, if we already voted on it the vote is in and we can amend it. It will have to stand. Administrator Etten said, it is just a technicality as to the term. Resident John Heinz-Taylor started to speak. Trustee Samuels motioned to suspend the meeting to let John Taylor speak or anyone with more information could speak as to how to move forward, second, by Trustee Schroeder, **motion carried, 6/0.**

John Heinz-Taylor – Per Robert's Rules of Order the issue may be revisited to rescind the first vote, but it has to be made by someone other than the original people who made the motion. It has to be made by someone in favor of the original vote. Trustee Rewasiewicz, motion for reconsideration the vote made on item 6D, second by Trustee Lampe, **motion carried, 6/0**. Trustee Rewasiewicz, motion appoint Al Mull as the citizen appointment for the fire commission for a two-year term under item 6D, second by Trustee Lampe, **motion carried, 5/1**.

Deb Hall stated, now you need to do the same thing for item 6E for the Resident Board appointment. This position is for a five-year term and no member can serve no more than two consecutive terms.

Trustee Schroeder motioned to reconsider the motion made in item 6E for the Resident Board appointment, seconded by Trustee Samuels, **motion carried, 6/0**.

- f. Discussion and/or Action: Vacant Trustee position pursuant to Section 17.24 Wis. Stats. – President Miresse stated there are three ways to go about this – 1) We can hold a special election, which we don't want to do because of the cost, 2) Application process - we can open it up for letters of interest, or 3) We can appoint a person. It has been set as a precedence in the past to appoint the next highest vote-getter, which in this case is Andy Harmann. I have had several conversations with Andy and I believe his background in business management and construction would be very beneficial, so that would be my recommendation. Trustee Rewasiewicz motioned to appoint Andy Harmann to the vacant trustee position. Administrator Etten stated that this is a two-step process, you need to make a motion to vote on how you want to fill the position by one of the options (1,2, or 3) presented. Then, act according to that motion. Trustee Rewasiewicz motioned to fill the position tonight by appointment, second by Trustee Lampe. Discussion - Trustee Schroeder stated – you referenced the reason for appointing Andy is because he is the next highest vote-getter, correct? President Miresse, yes. Trustee Schroeder, some could make the argument that Debbie Hall was actually the next highest vote-getter at 508 vs. Andy's votes of 487. President Miresse – she wasn't running for the trustee though. Trustee Schroeder – last month we got this pamphlet that talks about villages have a simpler governmental structure although variations can take it into a number of different directions, but there is no elected chief executive in the village. The village president has some administrative duties, but these are limited. The general rule of a village is the village president is also a trustee and the executive power of the trustees is shared equally amongst the trustees. I think it's a gray area and since you mentioned that he was the next highest vote-getter, I am a little concerned about that. Trustee Rewasiewicz asked Trustee Schroeder how did you get your position on the board? Trustee Schroeder stated he ran as a write in and was elected with the highest votes as a write in candidate. Trustee Samuels – maybe you are thinking of me Frank, I was appointed due to a mid-term vacancy, but I was appointed after the village opened the position up for all interested residents to submit a letter of interest for consideration. Trustee Rewasiewicz said, well then it was when the fire chief left, Cheri was appointed as the next highest vote-getter. Trustee Schroeder – yes, that was how Cheri was appointed and after that, we had determined that we use the application process in the future. Trustee Samuels asked Steve Svec if he has interest. Steve Svec stated, yes, I wanted to be on the board very bad. Trustee Schroeder – I like the transparency factor of opening the vacant position up to all interested residents by letter of interest for two weeks and then we will vote on it as a

board. Administrator Etten stated – we have a motion on the table to appoint a person to the vacant position. We have a motion by Trustee Rewasiewicz, seconded by Trustee Lampe to appoint the position tonight. Then, we had discussion, now, we need to take a vote. Deb Hall – You need to “Call the Question”. John Heinz-Taylor – you need to ask the question – is there any new information to be presented before we take a vote. President Miresse – Is there any new information to be brought before the board before we take a vote? Hearing none, all those in favor state aye, **motion carried 4/2.**

Trustee Rewasiewicz motioned to fill the vacant trustee position by appointing Andy Harmann to the position, seconded by Trustee Lampe, no further discussion **motion failed 3/3.**

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

Trustee Schroeder motioned that the board fill the vacant trustee position by accepting letters of interest from village residents interested in the filling the vacant trustee position, seconded by Trustee McCormack, no further discussion, **motion failed, 3/3.**

Trustee Samuels opened the public comment to allow Steve Styza to speak. Steve Styza – is there a timeline to fill this vacancy? John Heinz-Taylor – can we open it up during next year’s election? Administrator Etten – no. Trustee Samuels, asked John Heinz-Taylor can we bring it back to the next month’s board meeting.

Deb Hall – Someone on the board needs to reflect to place this item onto a future board meeting. Trustee Samuels started a motion and Administrator Etten requested a motion to close public comment first. Trustee Schroeder motioned to close the public comment, seconded by Trustee Samuels, no further discussion, **motion carried, 6/0.** Trustee Samuels motioned to bring item 7(F), the vacant trustee position pursuant to state statutes 17.24 back to the agenda for a special board meeting on Wednesday, May 21, 2025, at 6:30 p.m. and board members forfeit any additional pay for that meeting, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

- g. Discussion and/or Action: To extend Nancy Zastrow’s contract to on-call, as needed basis without a specific end date - Trustee Schroeder motioned to approve the extension of Nancy Zastrow’s contract to an on-call, as needed basis without a specific end date, seconded by Trustee McCormack, no further discussion, **motion carried, 6/0.**
- h. Discussion and/or Action: Request from Sport’s Page to allow for and outside tent area for after bike run event on June 7, 2025, from 4:00 – 5:30 p.m. This area will allow patrons to purchase alcohol inside the bar but allow patrons to carry alcohol to outside tent area. No alcohol sales would be conducted outside. There will also be music during this time. If approved by the board, this will be added as an amendment to their liquor license upon the July 1 renewal – Trustee Samuels motioned to approve the request from the Sport’s Page to have an outside alcohol area after a bike run on June 7, 2025, from 4:00 p.m. not to exceed 6:00 p.m., seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

- i. Discussion and/or Action: Approval of Operator's License for:

Operator

Grace Addison Fisher
Danielle Nadine Chycinski

Employer

Broadland's
Sport's Page

Trustee Samuels motioned to approve the operator's license for Grace Fisher and Daniel Chycinski, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

- j. Discussion and/or Action: Ordinance 01-2025 – Amending Section 6-6(1) of the Municipal Code authorizing issuance of operators' license by the Village Clerk – Trustee Samuels motioned to approve Ordinance 01-2025 – amending section 6-6(1) to allow the Village Clerk to approve operator's license that have passed their background checks, seconded by Trustee Lampe, no further discussion, **motion carried, 6/0.**

Trustee Samuels motioned to suspend the rules to allow Mr. Steve Styza to briefly comment, seconded by Trustee Schroeder, **motion carried, 6/0.**

Mr. Styza – I would just like to speak to the engineering services. After Tuesday night's Plan Commission meeting, I spoke with Scott Johnson and a few other engineers, we'd like to keep the engineering with Lynch & Associates if that's alright with the board since you have a contract with them. I am paying for this bill, so it's not a village expense. Trustee Samuels motioned to close the public comment, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

- k. Discussion and/or Action: Consideration of engagement of engineering firm for engineering services for the development known as "The Glen at the Broadlands" – Trustee Lampe motioned to approve the recommendation to use Lynch & Associates as the engineering services for "The Glen at the Broadlands", seconded by Trustee Rewasiewicz, no further discussion, **motion carried, 6.0.**
- l. Discussion and/or Action: Review and approval of Wolverine Fireworks contract, not to exceed \$5,125.00 for the Harvest Fest event. Approval of pre-payment of the invoice by the Village of North Prairie. After Harvest Fest event, the organization will reimburse the Village of North Prairie in full for cost of fireworks – Trustee Rewasiewicz – in light of what was stated earlier, I'm sure the contract was mistakenly signed by Karen Miresse, who now runs Harvest Fest because in the past they sent the email with the contract to me because I ran Harvest Fest, but it should be signed by the Village President and my name and email address should be stricken off the contract. Trustee Samuels asked if this email should be sent to Harvest Fest or the Village Clerk instead. Trustee Rewasiewicz – well, Harvest Fest needs to request the fireworks contract because the village doesn't request the fireworks contract. The contract needs to be corrected and signed by the Village President. Administrator Etten offered to get the correct the contract signature lines. Trustee Samuels requested clarity regarding hazmat fee because item 4 states the \$5,000 includes the hazmat fee and item 6 states that there is an additional cost of \$125.00 for hazmat fee. Trustee Rewasiewicz responded that this is in additional cost. Trustee Samuels commented that someone from Harvest Fest needs to make sure they are getting what they are asking for because this is contradictory. I also don't think that the Village President should be involved in this vote since his wife is

the person running the Harvest Fest now. He should have to recuse himself from this vote. Trustee Rewasiewicz again, this is all new due to changes in leadership.

Trustee Samuels motioned approve the Wolverine Fireworks contract, not to exceed \$5,125 to be paid up front by the Village of North Prairie and to be reimbursed in full from Harvest Fest after the event, seconded by Trustee Schroeder, President Miresse – “I recuse myself from this vote”. No further discussion, **motion carried, 5 ayes, 1 recused.**

8. VILLAGE ADMINISTRATOR/CLERK/TREASURER

- a. Update regarding Deputy Clerk – We have hired a deputy clerk and her first day will be May 13th. I have invited her to attend a board training being put on by our attorney, Eric Larsen, at the Town of Ottawa on May 13th at 9:00 a.m. I sent an email to invite all board members to attend, so I just need to know by tomorrow who plans to attend, so I can rsvp. Trustee Samuels and Trustee McCormack are planning to attend.
- b. Financial Reports (Unaudited) – 2024 – The 2024 (unaudited) financial reports were included in your packets for review. We are working on the audit at this time.
- c. Financial Reports – Jan. – April 2025 – Also included in your packets were the financial reports for Jan. – April 2025 financial reports for your review.

9. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE

- a. Discussion and/or Action: Regarding response letters received from the Village of Eagle and the Town of Eagle related to the certified letter from the Village of North Prairie requesting consideration to re-evaluate the percentage breakdown of costs for the KMFD contract – We received letters from both municipalities that neither of them are interested in renegotiating the contract until the five-year mark. Trustee Samuels, we also discussed taking the Village of Eagle and the Village of North Prairie and dividing the cost in half to make it more fair to the Village of North Prairie. Another thing we discussed was to make our request again next year. So, if we end up going to arbitration, we have shown that we have tried repeatedly and consistently tried to negotiate without success. Trustee Schroeder the calculation we have used so far is based strictly on usage and now we would like to add into our calculations the population and equalized values. We will update you as we go through that motion. No further discussion, no action.
- b. Update regarding the lease agreement with the Joint Municipal Court – In order to make our lease solid, we need to get a 2/3 majority vote from the JMC Committee and if that passes, then we need to get 2/3 majority vote from all five of the municipalities that participate in the JMC before the judge will consider signing the lease and add to the budget. Looking at the current contract, the Village of North Prairie is getting screwed. We are taking on a lot of the Municipal Clerk's duties.
- c. Discussion and/or Action: Re-structuring of the Village of North Prairie Police, possible hiring a full-time office or engaging in a contract with another municipality – Trustee Schroeder the last couple of Protective Services meetings we have with the Police Chief, we've been discussing how to get the Administration hours down from 60% to 40% and the Patrol hours up from 40% to 60%. Each meeting we have asked the Chief to bring to us his ideas or suggestions to the committee as to how we can obtain this.

For the last two months, he has brought us nothing. We talked about recruitment. There is a website called Wilinet, which is a police recruitment site that all police departments use. We asked the Chief do you have a help wanted ad listed on it at all times. He did not know the answer to our question and said he would have to ask the Assistant Chief. Trustee Schroeder said he had checked Wilinet that night and every other day since and there was nothing posted on the site, but as of 4:00 p.m. today (5/8/25) we have an ad posted for a Police Chief. I believe that was entered by someone in the police department by error because the duties listed are that of a police officer. So, I would ask Evie to talk to Mel, Sal or Terry if that was a mistake and get it corrected. If it isn't a mistake, then that is another discussion. Trustee Schroeder said one of the things that the Chief and Assistant Chief said to the committee was that they have a binder in their office full of ordinances and 75% of them are not enforceable. We asked the Chief to bring us five updated and enforceable ordinances per month to the committee for review. When asked to present them at committee, his response was, he did not do that, he was sorry, he forgot. Trustee Samuels stated to be clear on that, when the directive was given to the Chief, he was clearly asked if he felt five per month was attainable, the Chief indicated that five were attainable. Unfortunately, we got nothing. Trustee Schroeder, we have also repeatedly asked the Chief if he was willing to patrol to increase the patrol hours and his response was, "I wasn't hired to patrol." Trustee Schroeder stated he asked Administrator Etten if we have anything in writing specifically stating that the Chief does not have to patrol and she said she has not found any documentation to support that statement. My comment to that is we have to adapt as times change. And right now, everyone is in an employee deficit, so my thoughts are, as the Police Chief, you adapt to not enough officers to give us the coverage we need, and you take some of your 20 hours per week and you go out and patrol. His stuck to his former response, "I wasn't hired to patrol." I know at the last meeting Cheri asked how many hours we thought would be fair or what we expect from our police department. I thought about it, I don't think its out of line to see a North Prairie police officer on patrol at least eight hours per day, seven days per week. When I looked at January and February our police presence on the weekends was less than 10% of their time. I don't think that's acceptable. If we are going to budget over \$200,000 a year for a police department, and we can't get eight hours a day, seven days a week, I just don't feel that is right. I am curious what you guys think? You asked the committee pretty aggressively over and over as to what we thought was fair. So, I respond to that with, what do you think is fair Cheri? Trustee Lampe – I'd like to talk to the Chief to find out. Trustee Schroeder, what questions would you have for the Chief? Trustee Lampe – I don't know, I will come up with some, but I want to personally talk to the Chief. Trustee Schroeder – Frank, what do you think is fair? Trustee Rewasiewicz I think patrol is very important. I don't know if you can get your arms around that 60/40% idea, I mean, I don't know how you guys came up with that logic. Trustee Schroeder – that was a search of small-town departments with how they come up with their budgets. Actually, 60% were on the light side of patrol hours in most cases. Donna did some extensive research that she will present next. Trustee Samuels with Eagle they have a full-time Police Chief and a full-time detective, everyone else is part-time. With the Police Chief, he spends 1 1/2 – 2 hours of his time on administrative duties per day, five days per week and he spends 6 hours of patrol per day. His Assistant Chief spends around four hours on a Saturday doing administrative

duties. That's roughly 15 hours per week on administrative duties. They patrol 14 hours per day, seven days per week. The detective does not patrol; he only does detective work. They are in a similar situation as us where any of their uncovered hours are patrolled by the Waukesha County Sheriff's department. Now, the Town of Mukwonago is 24/7 coverage department. They have a full-time Police Chief and nine full-time patrol officers. They patrol 24/7.

When Cheri asked that question, I actually spent quite a bit of time looking at the budget and what I came up with is, if I take the total amount of wages and subtracted the annual wages for the Chief and Assistant Chief, the remaining balance would be for patrol wages. Then, I subtracted the actual amount of patrol wages from that balance, it leaves about \$37,000 left for unpatrolled wages. If I divide \$37,000 by the average hourly rate of \$30.00, that equals about 104 hours, on a monthly basis of patrol time that is not being filled. So, if I use the numbers Dave recommended, where the Chief and Assistant Chief patrol 60% of their time, we should be able to get 11 ½ hours of patrol per day that we have budgeted. Even if we can't fill the three hours that we budget for, we should still give us eight hours per day, seven days per week. So, because Cheri asked the question, I wanted to be able to present actual numbers instead of thinking we were just throwing numbers out there. Trustee Rewasiewicz – ok, well that's a lot to unpack. I guess Eagle can do that 8 hours per day since they have a full-time officer. I can't defend Sal for what he is doing, I don't know what he is doing, but he has all part-time people who work after their other full-time jobs and it all depends on whether they want to work four, six or eight hours. If we had a full-time employee or we had a full-time Chief, where you had those 40 hours/wk. coverage in one person and only had to fill some of your hours with part-time people, it would be easier than trying to fill all your hours with part-time people. So, I just feel we have been ham-strung for some time because we didn't want to get into the whole retirement thing, like we offered Evie, maybe we should consider a full-time officer and offer those benefits, so they could pick up a lot of those hours not filled by part-time officers. I would like Sal to be here to answer some of these questions. Trustee McCormack, I called him to attend. Trustee Rewasiewicz, you called him this morning at 11:00 a.m. and he and his wife had other plans, so he couldn't attend. He needs to be here to defend himself. Trustee Samuels, you know, the ones penalized are really the citizens of this village. Trustee Rewasiewicz, oh, I agree. Trustee Samuels, this subject has come before the board many, many years ago, even when I was on the board before. We talked about hiring a full-time officer with the ARPA funds, well, what do we do when the ARPA funds run out? What were we going to do, hire someone full-time using the ARPA funds to pay their salary? Then what happens when the APRA funds are no longer available to continue paying that salary, fire someone after two years when the funds run out? That is really irresponsible on our part to do that. We never came up with an answer. We just don't have it, we don't have the money, and we don't have a refillable piggy bank. I look at this whole situation and I consider the options. I'll say the most shocking thing first: elimination – get rid of our own police department, it's contracting with the Sheriff's Dept., but this would be an eye popper in terms of cost which would likely only be one 8-hour shift per day or contracting or merging with another local department to get more shifts. There's been no formal conversation with any departments. That's the direction from our last Protective Services Committee that we feel we should be looking at for options. Trustee Rewasiewicz, you should. Trustee

Samuels we want to obtain more information and options, so we can all be more informed at the board level about what direction will get us what we want. Trustee Schroeder, one thing I want to make very clear, Frank, you stated that Sal should be here to defend himself and I want everyone to understand that the information provided to everyone here tonight has all been stated in the Protective Services meetings with Sal present. Sal knows all this, he doesn't have to be here to defend himself, we've had all these conversations with him, and we are only updating the board with the results of our communication with Sal during Protective Services meetings. Nothing we have said here tonight will be anything new to Sal. So, if Cheri wants to come to a Protective Services meeting or email me all her questions she wants to ask Sal, please do. We will add them to the agenda for the meeting, and we can get back to the board. Trustee Samuels, I would like all of you to come to our Protective Services meeting, the more, the better. Administrator Etten stated if that is going to happen, then I need to know who is attending, so I can publish the possibility of a quorum. Trustee Samuels, I would publish it anyway, then we are covered, because if one other person (board trustee) shows up, we will have a quorum. Additional comments made regarding the wages of a full-time Chief or officer and additional cost for benefits. Trustee Schroeder stated we do not have all that information yet; we are only in the beginning stages of collecting information. I did take a look at Wi-li-net, which is a police department hiring website and looking at a Chief's salary, depending on size of community can run anywhere from \$75,000 - \$120,000. It's a big number. Trustee Rewasiewicz motioned to suspend the rules to allow for public comment, seconded by Trustee Samuels, **motion carried, 6/0**. Request for clarification on Eagle's department make up, full-time, part-time, the number of hours that are budgeted, but not filled, etc. Trustee Samuels said we'd like to find out what the citizens would like to have for protection, so we can collect as much information as we can to be able to inform them of the options. Trustee Rewasiewicz asked if we are competitive with surrounding communities with our wages now? Noted, yes, we are with communities of our size. At the Sheriff's Department, an officer can earn up to \$46.00/hr. due to a 12% increase last year. They also offer additional cost allowances for uniforms, guns, vests, etc. They also pay double-time for working on Sundays. Trustee Samuels, I find it very frustrating that this information has never been presented before now. We are trying to get information for a better understanding of what we are getting for the dollars. We are just asking our Chief to provide us with information and he either doesn't know the answer or says he can't get it. For example, we asked him for the number of calls that the Sheriff's Department takes for the Village of North Prairie monthly and he didn't know, but Trustee McCormack made a phone call and had it in a couple days. Trustee Rewasiewicz isn't that included in his (Sal's) monthly reports? Trustee Schoeder, no. Administrator Etten stated, Sal came to me and said it's right here (and pointed to it on his report). Administrator Etten said, well it is not clearly stated as such and if you don't know what the abbreviations stand for, then you wouldn't know it was included in the report. Trustee Samuels, but then when we asked him, he should have known this, but he didn't. He stated he didn't have access to that information. That's where my frustration is with the whole thing. If he knew this, then why didn't he explain it to us or show it to us in the reports. Trustee McCormack stated that when he asked the Chief if he was taking responsibility for the sale of the old police squad, the Chief stated that that was

not part of his job description. When Trustee McCormack listed the old police squad for sale on the Wisconsin Surplus website, he noted that every other squad for sale was listed by the police department selling it, not their trustee, the administrator or the clerk. I just want to be able to ask questions and get direct answers, not "it's not my responsibility, or it's not in my job description." Trustee Schroeder motioned to close the public comment, seconded by Trustee Samuels, **motion carried, 6/0.**

10. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items –
 - We had a meeting, April 3, 2025, we reviewed the various agreements we have for services, and DPW employees, including Dave, to provide us with a detailed timesheet with the title of tasks and how many hours are spent on each task as we move forward with the hiring process and restructuring of the DPW department.
 - Bulk Water – per Administrator Etten's recommendation, the committee is ok with working with the companies on a monthly basis vs. a weekly basis.
 - Blinds update – they will be back to inspect and remeasure the blinds.
 - Tennis Courts will hopefully start mid-May depending on the weather.
 - John Heinz-Taylor planted the village tree donated on behalf of Gary Nickerson and he will take care of and nurture it until the tree has a better chance of survival.
- b. Discussion and/or Action: Athletic Field Use Agreement – Legacy Ball Club, Inc. – We received a signed contract, certificate of insurance and full payment for their annual usage. Administrator Etten confirmed payment in full was received. Trustee Samuels moved to approve the contract for Legacy Ball Club, Inc., seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**
- c. Discussion and/or Action: Athletic Field Use Agreement – NPAA – We received a copy of their full insurance policy. Trustee Samuels moved to approve the contract for NPAA, seconded by Trustee Rewasiewicz, no further discussion, **motion carried, 6/0.**
- d. Discussion and/or Action: Mowing & Snow Removal Contract - Prairie Village Water Trust – Trustee Samuels moved to approve the contracts for mowing and snow removal with Prairie Village Water Trust, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**
- e. Discussion: Update on ATV/UTV's – we have a permit from the state of Wisconsin. The state came out and inspected the proposed sign locations. Once we install the signage, the state will return for a final inspection. Trustee Samuels motioned to open public comment, so Debbie Hall could ask a really quick question, seconded by Trustee Schroeder, **motion carried, 6/0.**
Debbie Hall - does this mean that all ATV/UTV will be allowed on Hwy 59 but not allowed on County Hwy E? Trustee Samuels, that is correct. The county is not on board with this yet and they plan to do a one-year trial period using the Village of Eagle as their test subject. Trustee Samuels motioned to close the public comment, seconded by Trustee Schroeder, **motion carried, 6/0.**

11. PERSONNEL & POLICY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items. No meeting in May.

12. FINANCE & FEE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – Trustee Rewasiewicz I sent out a small packet of information to the committee members for review and consideration before the budget season.
- b. Discussion and/or Action: Review and approval monthly bills and payroll – Trustee Rewasiewicz motioned to approve the monthly bills, payroll and tax liabilities, for check numbers 20023-20084 for a total of \$83,558.97, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**
- c. Discussion and/or Action: Associated Appraisal for reassessment with recommendation – Trustee Rewasiewicz at this point, we want to table this item so we can gather more information in order to make more motions. We will bring this item back to the June board meeting for consideration of two motions – one to approve the reassessment contract and one to approve the maintenance contract. We also discussed spreading the payment over a two-year process (2026 & 2027) or look at other alternatives to finance the assessment. The drop-dead year to have it completed is 2028, but we don't want to wait that long, or the state will step in like the last time and we will pay whatever they charge. No action.
- d. Discussion and/or Action: Road loan options with recommendation – Trustee Rewasiewicz stated he received two financial institution's quotes for our required funding and once again, Citizen Bank seems to meet or beat the competition, plus they are local, and we have such a good relationship with them. Citizen's Bank is requesting a copy of the last financial audit report, a resolution for the loan funding and a partial copy of the approved minutes from this meeting pertaining to this action. Administrator Etten will provide the bank with all this information. Trustee Rewasiewicz motioned to approve the loan with Citizen's Bank of Mukwonago for a loan not to exceed \$215,000 for a 5.5% interest rate and a two-year term, seconded by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

13. **Motion to Adjourn** – President Miresse motioned to adjourn the meeting at 9:22 p.m., seconded by Trustee Lampe, **motion carried, 6/0.**

These minutes were approved by the Village of North Prairie on June 12, 2025.

Dan Miresse, Village President

Attested:

Evelyn Etten
Administrator/Clerk/Treasurer
May 29, 2025

**MEETING NOTICE AND AGENDA
VILLAGE OF NORTH PRAIRIE
SPECIAL VILLAGE BOARD - MINUTES
May 21, 2025, at 6:30 P.M.
MUNICIPAL CENTER-130 NORTH HARRISON STREET**

1. **Call to Order** - President Miresse called the meeting to order at 6:30 p.m.
2. **Roll Call** – Present: Trustee Lampe, Trustee Schroeder, Trustee Samuels, Trustee McCormack, Village President Miresse. Absent: Trustee Rewasiewicz – excused.
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of the Meeting** - Administrator Etten confirmed proper notice of the meeting.
5. **PUBLIC COMMENT** – Trustee Samuels motioned to open the public comment, seconded by Trustee Schroeder, **motion carried, 5/0.**
 - Matt Lepperd, Liz Nottling, Joe Whitmore, and Tim Manuele expressed their opinions on how the appointment of the vacant trustee position should be handled.President Miresse motioned to close public comment, seconded by Trustee Schroeder, no further discussion, **motion carried, 5/0.**
6. **Approval of partial minutes:** From the May 8, 2025, Village Board Meeting, regarding the motion and approval to secure a loan with Citizen's Bank for the Ferris/Pine road project – Trustee Samuels motioned to approve the partial minutes (as presented) necessary for the loan process, seconded by Trustee Lampe, no further discussion, **motion carried, 5/0.**
7. **Discussion and/or Action:** Update on Ferris/Pine road project – Trustee Samuels updated the board that when Wolf tore out the existing pavement on Pine and a fair amount on Ferris, they determined that they needed to redo the undercut as it wasn't done correctly when the roads went in. Trustee Samuels was in touch with our engineer, who agreed, President Miresse and Administrator Etten for further direction. This additional work would cost \$39,000. However, Trustee Samuels negotiated the price down to \$35,032.50 with Wolf Paving for the additional work. The initial quote for the road project was (\$165,000). We engaged our engineer, (not to exceed \$6,000), plus the additional change order (\$35,032.50) for a total cost of \$206,032.50. Given all the facts and figures, President Miresse and Administrator Etten approved the necessary change order to move the project forward. This new amount is still below what we planned to borrow. No action taken.
8. **Discussion and/or Action:** Consideration of Resolution R02-2025 – Securing loan with Citizen's Bank for Ferris/Pine road project – Trustee Samuels motioned to approve the loan with Citizen's Bank for the Ferris/Pine road project for \$215,000, 5.5% interest rate for a two-year term, seconded by Trustee Lampe. No further discussion, **motion carried 5/0.**

9. **Discussion and/or Action:** Regarding the vacant Trustee position – President Miresse motioned to move forward with the "appointment process" to fill the vacant trustee position, seconded by Trustee Samuels. Discussion – Trustee Lampe wanted clarification as to why we weren't following the same process as when she was appointed to the board because of the next highest votes. Trustee Samuels explained that the board has opted to use the "appointment process" in all cases. Depending on when or how the vacancy occurred. In the case of a vacancy being a result of the election, they have appointed the person with the next highest votes and that is how you got on the board. When a vacancy is the result of a board member's resignation, the board still uses the "appointment process", but the appointment comes after letters of interest are reviewed. No further discussion, **motion carried, 5/0.**

Trustee Samuels motioned to appoint Andy Harmann to fill the vacant trustee position, seconded by Trustee Schroeder, no further discussion, **motion carried, 5/0.**

10. **Motion for Adjournment** – Trustee Samuels motioned to adjourn at 7:01 p.m., seconded by Trustee Schroeder, **motion carried, 5/0.**

The Special Village Board Minutes were approved on June 12, 2025, at the Village of North Prairie Board meeting.

Dan Miresse, Village President

Attested:

Evelyn Effen, Administrator/Clerk/Treasurer
Village of North Prairie

[illegible][illegible]

Permit #	Tax-Key	Date	Address	Street	Owner	Contractor	Description	Amount	Type
H25005	1568 097	2/7/25	501	Karin Dr	Werner	KM Htg	furnace	\$50.00	HVAC
E25006	1568 097	2/7/25	501	Karin Dr	Werner	KM Htg	furnace	\$50.00	Elect
C25007	1563 143	2/10/25		Augusta Way	Paulin	Timberhill Builders	driveway culvert	\$75.00	Culvert
B25008	1564 980 003	2/26/25	313	N Arlington Ave	Molter	by owner	basement bulldout	\$64.00	Bldg
H25009	1563 078	2/26/25	309	Cypress Pt	Mueller	KM Htg	furnace	\$50.00	HVAC
E25010	1563 078	2/26/25	309	Cypress Pt	Mueller	KM Htg	furnace	\$50.00	Elect
P25011	1564 896	2/26/25	116	W State Rd	Tuft	Selder	water heater	\$50.00	P/bpg
E25012	1564 896	2/26/25	116	W State Rd	Tuft	Selder	water heater	\$50.00	Elect
March Building Permits Totals								\$439.00	

Permit #	Tax-Key	Date	Address	Street	Owner	Contractor	Description	Amount	Type
H25005	1568 097	2/7/25	501	Karin Dr	Werner	KM Htg	furnace	\$50.00	HVAC
E25006	1568 097	2/7/25	501	Karin Dr	Werner	KM Htg	furnace	\$50.00	Elect
C25007	1563 143	2/10/25		Augusta Way	Paulin	Timberhill Builders	driveway culvert	\$75.00	Culvert
B25008	1564 980 003	2/26/25	313	N Arlington Ave	Molter	by owner	basement bulldout	\$64.00	Bldg
H25009	1563 078	2/26/25	309	Cypress Pt	Mueller	KM Htg	furnace	\$50.00	HVAC
E25010	1563 078	2/26/25	309	Cypress Pt	Mueller	KM Htg	furnace	\$50.00	Elect
P25011	1564 896	2/26/25	116	W State Rd	Tuft	Selder	water heater	\$50.00	P/bpg
E25012	1564 896	2/26/25	116	W State Rd	Tuft	Selder	water heater	\$50.00	Elect
March Building Permits Totals								\$439.00	

Village of North Prairie - Building Permits 2025

Permit #	Tax Key	Date	Address	Street	Owner	Contractor	Description	Amount	Type
P25013	1584 950	4/4/25	115	N Main St	Michaelis ✓	by owner	interior reno	✓ \$58.64	Pibg
E25014	1584 950	4/4/25	115	N Main St	Michaelis ✓	by owner	interior reno	✓ \$58.64	Elect
B25015	1563 126	4/14/25	210	Augusta Way	Polkus ✓	by owner	I.G. pool	✓ \$175.00	Bldg
H25016	1568 006	4/4/25	211	Karin Dr	Zipfel ✓	KM Htg	furnace	✓ \$50.00	HVAC
E25017	1568 006	4/4/25	211	Karin Dr	Zipfel ✓	KM Htg	furnace	✓ \$50.00	Elect
E25018	1564 896	4/7/25	116	W State Rd	Cartright ✓	Elect-Tech	bath exhaust fan	✓ \$50.00	Elect
H25019	1563 970 001	4/7/25	105	Eagles Cove Circle	Tarnowski ✓	Grenz Service	furnace a/c	✓ \$70.00	HVAC
E25020	1563 970 001	4/7/25	105	Eagles Cove Circle	Tarnowski ✓	Grenz Service	furnace a/c	✓ \$70.00	Elect
E25021	1563 126	4/14/25	210	Augusta Way	Polkus ✓	by owner	I.G. pool	✓ \$90.00	Elect
E25022	1567 892 003	4/14/25	200	N Harrison	Aquarius Systems ✓	Total Mechanical	service repair/CT cabinet	✓ \$330.00	Elect
B25023	1568 146	4/17/25	506	Prairie View Dr	Teller ✓	Paradise Builders	bath reno	✓ \$75.00	Bldg
B25024	1565 021 001	4/17/25	139	N Oakridge Dr	N.P. Animal Hospital ✓	Paradise Builders	minor interior buildout	✓ \$1,035.00	Bldg
B25025	1563 114	4/17/25	210	Muirfield Circle	Bible ✓	Esprite Homes	NSF	✓ \$1,807.99	Bldg
ER25026	1563 114	4/17/25	210	Muirfield Circle	Bible ✓	Esprite Homes	nsf-erosion	✓ \$205.00	Erosion
C25027	1563 114	4/17/25	210	Muirfield Circle	Bible ✓	Esprite Homes	nsf-culvert	✓ \$100.00	Culvert
H25028	1563 114	4/17/25	210	Muirfield Circle	Bible ✓	Competitive Htg	nsf-hvac	✓ \$499.84	HVAC
E25029	1563 114	4/17/25	210	Muirfield Circle	Bible ✓	IHS Elect	nsf-elect	✓ \$499.84	Elect
P25030	1563 114	4/17/25	210	Muirfield Circle	Bible ✓	Dickenschaufl	nsf-pibg	✓ \$499.84	Pibg
P25031	1568 146	4/17/25	506	Prairie View Dr	Teller ✓	Paradise Builders	bath reno	✓ \$52.60	Pibg
P25032	1565 021 001	4/25/25	139	N Oakridge Dr	N.P. Animal Hospital ✓	Greenfield Pibg	sink & laundry relocation	✓ \$62.00	Pibg
H25033	1568 070	4/25/25	405	Karin Dr	Ellingboe ✓	Selder	a/c	✓ \$65.00	HVAC
E25034	1568 070	4/25/25	405	Karin Dr	Ellingboe ✓	Selder	a/c	✓ \$71.00	Elect
E25035	1568 003	4/25/25	205	Karin Dr	Cocking ✓	Carini Elect	pool wiring	✓ \$65.00	Elect
P25036	1568 150	4/25/25	308	Morrissey Dr	Smith ✓	Watertight	water heater	✓ \$65.00	Pibg
April Building Permits Totals									\$6,105.39

Village of North Prairie - Building Permits 2025

Permit #	Tax Key	Date	Address	Street	Owner	Contractor	Description	Amount	Type
B25037PHE	1563 143	5/5/25	225	Augusta Way	Paulin	Timberhill Builders	NSF	\$3,402.18	Bldg
ER25038	1563 143	5/5/25	225	Augusta Way	Paulin	Timberhill Builders	nst-erosion	\$205.00	Erosion
B25039	1568 018	5/6/25	235	Karin Dr	Miles	Classic Builders	24x30 det. garage	\$158.40	Bldg
B25040	1728 995	5/6/25	w34052	Piper Rd	Spectrasite Communications	Hogantec	communications upgrade	\$270.00	Bldg
B25041	1889 003	5/6/25	416	Prairie View Dr	Russel	by owner	attached garage add.	\$229.68	Bldg
P25042	1568 198	5/6/25	613	Prairie View Dr	Glueckstein	KM Htg	water heater	\$65.00	Plbg
P25043	1563 981 001	5/6/25	318	Eagles Cove Circle	Redmond	Martens	sofntner	\$75.00	Plbg
P25044	1563 136	5/12/25	230	Augusta Way	Harvin	Blau Plbg	water heater	\$75.00	Plbg
B25045	1568 181	5/13/25	101	Johnson Ct	Zisky	By owner	24 ft A.G. pool	\$65.00	Bldg
E25046	1568 181	5/13/25	101	Johnson Ct	Zisky	By owner	24 ft A.G. pool - elect	\$65.00	Elect
B25047	1889 018 003	5/15/25	414	Morrissey Dr	Schmuki	by owner	1800sf accessory bldg	\$546.00	Bldg
P25048	1568 037	5/19/25	310	Lenz Ct	Ross	Austin Plbg	water heater & softner	\$65.00	Plbg
B25049	1567 913 001	5/27/25	237	E State Rd	Schroeder	by owner	6ft fence/rear yard	\$65.00	Bldg
P25050	1568 134	5/27/25	506	Karin Dr	Ermer	Bath Filter	tub to shower conversion	\$65.00	Plbg
P25051	1563 114	5/27/25	210	Muirfield Circle	Bible	DF Tomasini	nst-lateral	\$65.00	Plbg
May Building Permits Totals								\$5,416.26	



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

Chief's monthly report:

- For the month of May, the district responded to 37 calls.
- As of today, June 10, 2025, we are at 230 total calls for service for the year.
- All apparatus is currently in service, with minor issues being addressed.
- I received a Thank you letter from the Norway Fire Department after we provided them with mutual aid for a structure fire on June 3rd.
- I have sent out officer evaluation forms to all our officers, to evaluate each other as well as myself. Once I receive them back, I will create an evaluation for each officer with feedback.
- There is an officers meeting scheduled for June 25th. These are being held each month with the first portion being leadership development training, and the second portion being district business.
- No update on the AFG grant for radios.

Below are the calls for service.

Please feel free to contact me with any questions or concerns.

Respectfully submitted,

Dan Nottling
Fire Chief



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

2025

	EMS	Fire	Fire/EMS	TOE	VOE	VONP	MA	Total
January	30	17	1	24	7	6	11	48
February	31	7	4	17	11	8	6	42
March	26	16	0	15	5	13	9	42
April	31	18	1	10	15	14	11	50
May	21	10	6	16	9	4	8	37
June								
July								
August								
September								
October								
November								
December								
	139	68	12	82	47	45	45	219

**Call
Total 219**

Mutual Aid	45	21%
Town of Eagle	82	37%
Village of Eagle	47	21%
Village of North Prairie	45	21%

North Prairie Police Department

Monthly Report

May 2025

	Current Month	YTD
Calls for Service**	41	181
Citations/Charges**	02	53

** As of June 2, 2025 these were the totals that were entered into FORS from TRACS. Due to many outside factors, this is the closest representation of totals we can present. Note: Other calls, citations, or warnings may arise from these calls that aren't computed in these totals.

CITATIONS/CHARGES ISSUED

Exceeding Speed Zones/Posted Limits

OTHER CALLS

911 Disconnect
Animal at Large
Assist Citizen
Assist NPPD/EMS
Attempt to Locate Vehicle
Debris in Roadway
Disabled Vehicle
Extra Patrol
Found Property
Fraud
Gas Skip
Matter of Record
Other Mutual Aid Assists
Other Services
Overnight Parking Request
Parking Violation
Reckless Driving
Suspicious Person/Activity
Traffic Hazard
Trespassing
Well-being Check

SQUAD MILES: & MAINTENANCE

SQUAD 687: 631

SQUAD 686:

HOURS:

CHIEF:	45 Admin.
ASSISTANT CHIEF	24 Admin
	3 Patrol
	3 Recertification training
PATROL	158.25
CLERICAL:	119

WSD Calls: *24

The Village of North Prairie is not the record keeper of calls from the Waukesha County Sheriff's Department. To the best of our knowledge these totals are accurate, but because it isn't our database to keep, there is no guarantee.

Work Shift Comparison

NORTH PRAIRIE POLICE DEPARTMENT

From 5/1/25 To 5/31/25

Date Run: 6/4/2025

Category:

Nature of Incident

Overnight Parking Request

subtotals:

1st Shift 07:00 to 14:59	2nd Shift 15:00 to 22:59	3rd Shift 23:00 to 06:59	No Time Entered
1			1
1	0	0	1

Category: Assist

Nature of Incident

Assist Citizen

Assist NPPD/EMS

Extra Patrol

Matter of Record- WSD

Other Mutual Aid Assists

Assist subtotals:

1st Shift 07:00 to 14:59	2nd Shift 15:00 to 22:59	3rd Shift 23:00 to 06:59	No Time Entered
6	1	1	1
4	1		
5	14	4	
1			
16	17	5	1

Category: Criminal

Nature of Incident

FRAUD

Gas Skip

Trespassing

Criminal subtotals:

1st Shift 07:00 to 14:59	2nd Shift 15:00 to 22:59	3rd Shift 23:00 to 06:59	No Time Entered
	1		
2			
1			
3	1	0	0

Category: Ordinance

Nature of Incident

Animal At Large

Debris in Roadway

Ordinance subtotals:

1st Shift 07:00 to 14:59	2nd Shift 15:00 to 22:59	3rd Shift 23:00 to 06:59	No Time Entered
	1		
0	1	0	0

Category: Service

Nature of Incident

911 Disconnect

Attempt to Locate Vehicle

Found Items/Property

Matter of Record

Other Service

Suspicious Person/Activity

Well Being Check

Service subtotals:

1st Shift 07:00 to 14:59	2nd Shift 15:00 to 22:59	3rd Shift 23:00 to 06:59	No Time Entered
1		1	
2			
1			
1			
1			
	2		
6	2	1	0

Category: Traffic

Nature of Incident

Disabled Vehicle

Parking Violation

Reckless Driving

Speeding Violation

Traffic Hazard

Traffic subtotals:

1st Shift 07:00 to 14:59	2nd Shift 15:00 to 22:59	3rd Shift 23:00 to 06:59	No Time Entered
	1		
2			
1	1		
1	2		
1			
5	4	0	0

	<u>1st Shift</u>	<u>2nd Shift</u>	<u>3rd Shift</u>	
	<u>07:00 to 14:59</u>	<u>15:00 to 22:59</u>	<u>23:00 to 06:59</u>	<u>No Time Entered</u>
Grand Totals:	31	25	6	2

May 2025

Changes to schedule need approval

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Ryan	2 Brent	3
4	5 Ryan	6	7 Ryan	Sarah	Matt	10
Matt	Brad	Brent	Kyle	Justin		
11	12 Ryan	13 Bufina	14 Ryan	15 Ryan	16 Hennlich	17 Hennlich
	Brad		Kyle	Sarah		
18	19 Kim	20 Kim	21	22 Ryan	23	24
Kim	Brad	Justin	Kyle			
25	26 Hennlich	27 Kim	28 Ryan	29 Brent	30	31
	Sarah	Justin	Kyle	Brad		

5Daily wok log starting May 1st

Previous report was on monthly report for board

5/1/25 check emails / pick up 4x6 posts for ATV signs / call diggers hotline to mark ATV post locations / put Evelyns office back together after painting / pick up bolts for ATV signs / type up monthly report

5/5/25 check email / go thru monthly bills and payroll then approve / put up RxR signs @ Fairview and Harrison crossing only right turn on order / pick up tractor from proven

5/6/25 check emails / prep and load mowers / cut PVPark / cut B-Lands Park / unload mowers

5/7/25 check emails / recall diggers hotline re: ATV markings at ZZ & 59 / cut vet and v-Hall / run to CARQUEST for new battery / remove dead battery from J.D. 4600 / move bleachers from soccer and install at ball diamond / put out garbage cans at pv park

5/8/25 check emails / recut pump house on Karin / receive call from diggers hotline re: high pressure gas line / talk with Allan from wolf / cut fire dept / put out garbage cans at vet park / cut field at vet

5/9/25 check emails / complete repairs on old drag install new fingers - rippers and grader bar/ drag 4 ball diamonds B-1 / B-2 / Vet pee wee / Vet large / run screen drag over both Broadlands field

5/12/25 check emails / cut P.V.Park / move equipment from concession stand / turn on water to outside areas at Vet Park / weed wack B-Lands upper at condos / check oil and blades on 997 Z-turn / load on trailer form Ernie / meet with donna / meet with Allan from wolf / unhook drag for Kubota use without drag /

5/22/25 / 7:30 to 5:00 / 9.5 hours

Check emails and fill out daily report	.50
Work on gang mower weld cracks/welder broke	1.0
Look at welder to repair	.5
Pick up garbage, someone dumped their garage crap	1.5
Take calls regarding legacy field rental for tonight	1.0
Cut vet park for game and practice on small field	2.50
<u>Set up field for game let Evie know for billing purpose's</u>	<u>2.5</u>

5/23/25 / 9:00 to 2:00 / 5.0 hours

Replace bad belt on gang mower	1.0
Cut B-lands grass w/tractor /gang mower	2.5
Mount new flags on poles and have Kellen install	1.5
5/26/25 thru 5/30/25 Holiday and 4 days PTO	

HUSCH BLACKWELL

Grace A. D'Souza
Associate

511 North Broadway, Suite 1100
Milwaukee, WI 53202
Direct: 414.978.5642
Fax: 414.223.5000
grace.dsouza@huschblackwell.com

June 3, 2025

DELIVERED BY MESSENGER

Village of North Prairie
130 N. Harrison Street
North Prairie, WI 53153

Dear: Sir or Madam:

Enclosed please find two Certified Survey Maps which are submitted by Frank Schimpf on behalf of Scott and Sandra Messinger.

These Certified Survey Maps are being provided to be approved at the June 10th and 12th meetings. Thank you.

Sincerely,

HUSCH BLACKWELL LLP

Grace A. D'Souza

A handwritten signature in black ink, appearing to read "Grace D'Souza", written in a cursive style.

CERTIFIED SURVEY
MAP NO. _____

A redivision of Lot 2 and Outlot 1 Certified Survey Map No. 4468 recorded in Volume 35 Pages 307-309 as Doc. No. 1243787, and unplatted lands, all being a part of the Northeast 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 28, Township 6 North, Range 18 East and part of the Northwest 1/4 and Southwest 1/4 of the Southwest 1/4 of Section 27, Township 6 North, Range 18 East, in the Town of Genesee, Waukesha County, Wisconsin.

Owner : Scott Messigner and Sandra Messinger
PO Box 275
Genesee Depot, WI 53127-0275

CONC. MON. BRASS CAP
SW COR. OF SE 1/4
SEC. 28, T6N, R18E.

(REC. AS N01°06'E PER C.S.M. 2440)
(REC. AS S01°27'W PER C.S.M. 4899)

OWNER: ROBERT W. PETRAJECH ET AL.
UNPLATTED LAND
SOUTH LINE OF THE SE 1/4, SEC. 28

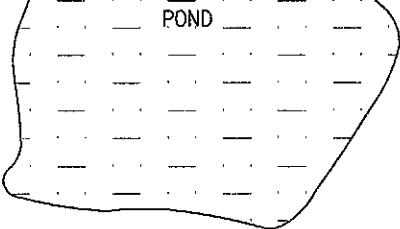
OWNER: DABLE ROAD GENESSEE FARM LLC
UNPLATTED LAND
SOUTH LINE OF THE SW 1/4, SEC. 27

LOT 1 C.S.M. NO. 4899
LOT 2 C.S.M. NO. 4899
N01°30'41"W 753.10'

LOT 1
AREA
217,800 S.F.
5.0000 Acres

EXISTING BUILDING
EXISTING GARAGE
EXISTING PUMP HOUSES

EAST LINE OF THE SE 1/4, SEC. 28



CONC. MON. BRASS CAP
SE COR. OF SE 1/4
SEC. 28, T6N, R18E.

LOT 2
AREA
2,597,931 S.F.
64.6403 Acres

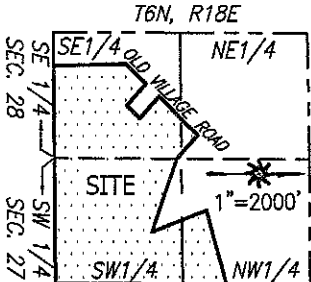
CONC. MON. BRASS CAP
SE COR. OF SW 1/4
SEC. 27, T6N, R18E.

S00°06'38"W 1774.44'

UNPLATTED LAND
OWNER: FS LAND LLC

All bearings are referenced to the Wisconsin
Coordinate System, (NAD83/2011) in which the South
line of the SE 1/4, Sec. 28, bears N89°03'19"E.

VICINITY MAP



NOTE: ZONING
SEE SHEET 3

LEGEND:

- - Denotes Found 1" Iron Pipe
- - Denotes Set 1" X 18" Iron pipe, 1.5 LBS./FT.
- ▨ - Dedicated to the public for roadway purposes (hatch)

LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	N45°19'19"E	298.04'
L2	S50°01'54"E	305.47'
REC. AS	N48°59'43"E	305.43'
L3	N45°19'19"E	190.85'
REC. AS	S46°21'30"W	
L4	N49°35'41"W	338.38'
REC. AS	S48°33'30"E	
L5	N45°19'19"E	575.37'

Graphic Scale



1" = 350'



CONC. MON. BRASS CAP
NE COR. OF SE 1/4
SEC. 28, T6N, R18E.

PARCEL 1
C.S.M. NO. 7388

S72°00'44"E 810.54'
(REC. AS N72°36'17"W)
(REC. AS S22°30'E)
N21°54'27"W 606.00'

N74°37'33"E 800.31'
(REC. AS N74°02'E)

LOT 1 C.S.M. NO. 6092

LOT 2 C.S.M. NO. 6092

UNPLATTED LAND
OWNER: JOHN YATZEK ET AL.

CHAPUT
LAND SURVEYS

234 W. Florida Street
Milwaukee, WI 53204
414-224-8068
www.chaputlandsurveys.com

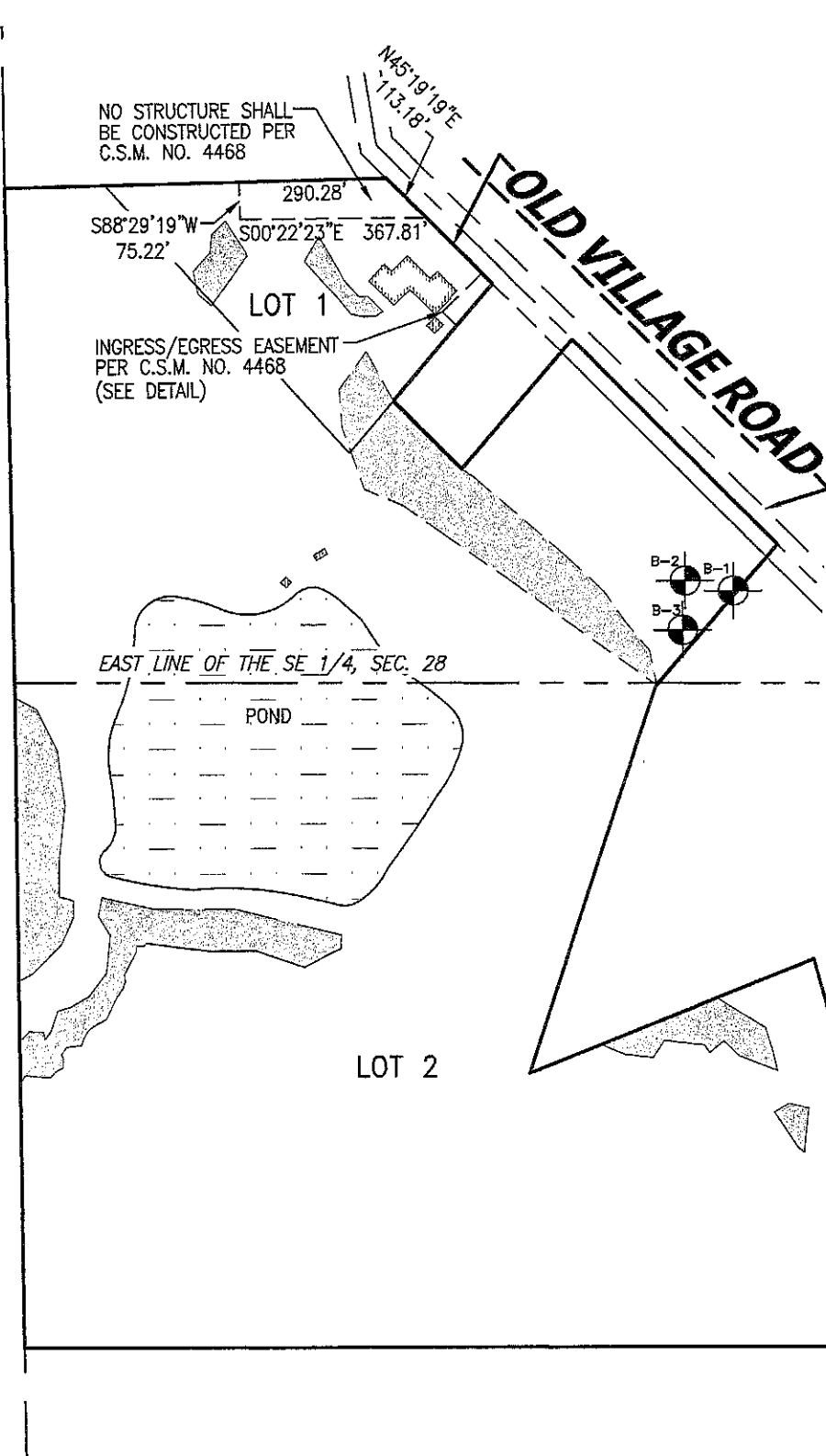
This instrument was drafted by Allen J. Schneider
Professional Land Surveyor S-2194

WISCONSIN
ALLEN J. SCHNEIDER
S-2194
GREENFIELD, WI
Date: April 18, 2024
Revised: May 30, 2025
Survey No. 5533.00-lpm
Sheet 1 of 6 Sheets

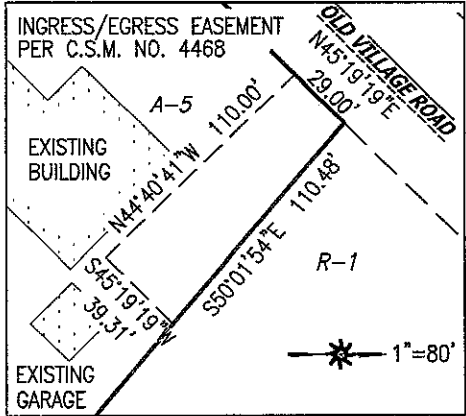
CERTIFIED SURVEY MAP NO. _____

A redivision of Lot 2 and Outlot 1 Certified Survey Map No. 4468 recorded in Volume 35 Pages 307-309 as Doc. No. 1243787, and unplatted lands, all being a part of the Northeast 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 28, Township 6 North, Range 18 East and part of the Northwest 1/4 and Southwest 1/4 of the Southwest 1/4 of Section 27, Township 6 North, Range 18 East, in the Town of Genesee, Waukesha County, Wisconsin.

EXISTING EASEMENTS OF RECORD FOR REFERENCE ONLY



DETAIL

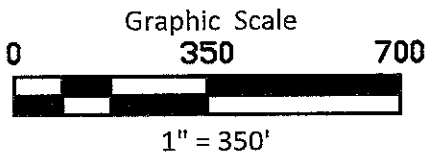


NOTE: No new basements shall be permitted unless additional soil borings and soil testing information is provided to the Town Planner for review and approval of any said basement.

NOTE: Any portion of the lot area with slopes in excess of 12% slope, lying outside the environmental corridor is to be maintained as open space.

- LEGEND:**
- Approx. location of Slopes >12%
 - Denotes Soil Boring

Soil boring evaluation was conducted on 02/11/2025 by Certified Soils Tester Kelly S Reese #SP-022400012. See report for specifics.



CHAPUT
LAND SURVEYS

234 W. Florida Street
Milwaukee, WI 53204

414-224-8068
www.chaputlandsurveys.com

This instrument was drafted by Allen J. Schneider
Professional Land Surveyor S-2194

WISCONSIN
ALLEN J. SCHNEIDER
S-2194
GREENFIELD, WI
LAND SURVEYOR

Date: April 8, 2024
Revised: May 30, 2025
Survey No. 5533.00-lpm
Sheet 2 of 6 Sheets

CERTIFIED SURVEY MAP NO. _____

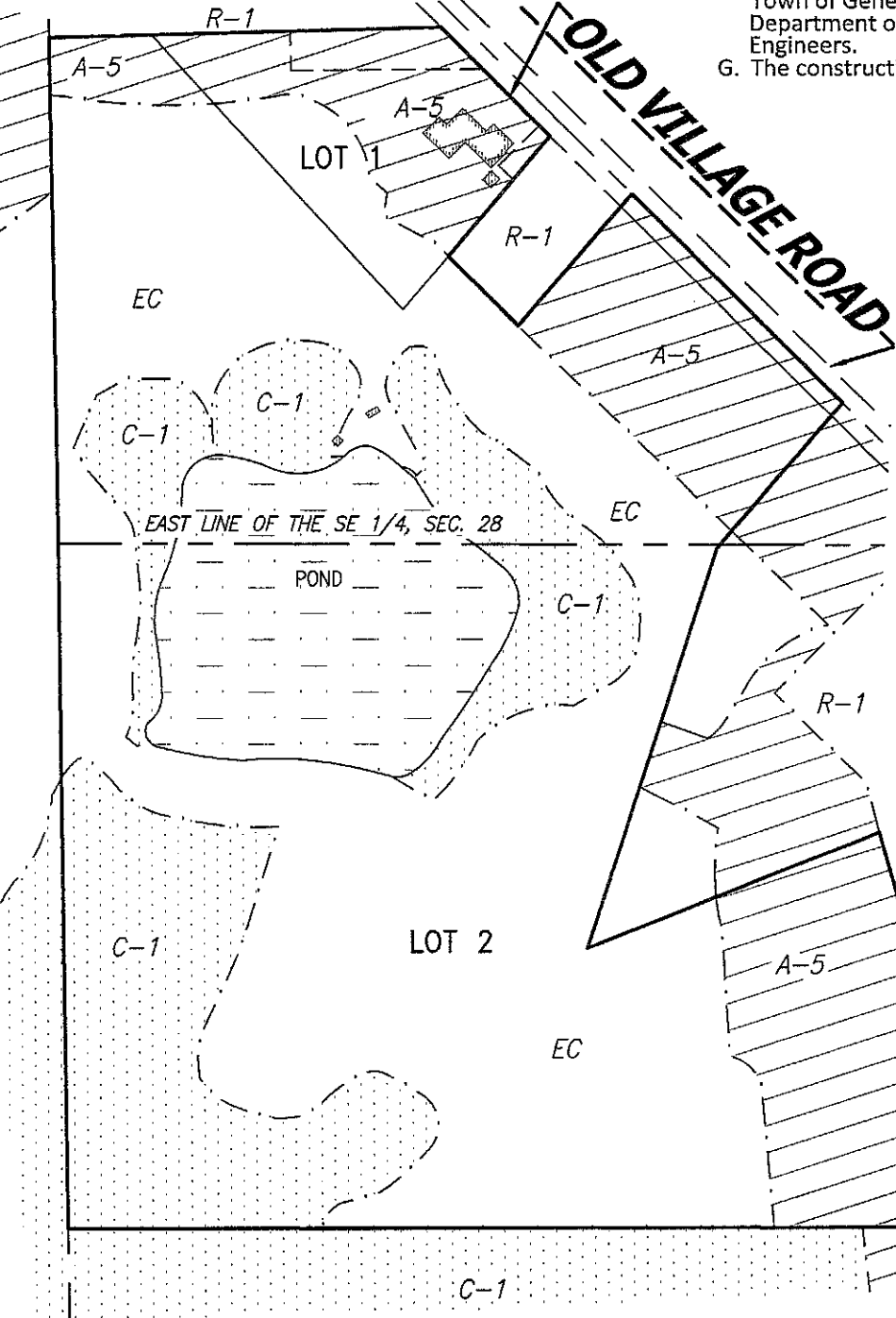
A redivision of Lot 2 and Outlot 1 Certified Survey Map No. 4468 recorded in Volume 35 Pages 307-309 as Doc. No. 1243787, and unplatted lands, all being a part of the Northeast 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 28, Township 6 North, Range 18 East and part of the Northwest 1/4 and Southwest 1/4 of the Southwest 1/4 of Section 27, Township 6 North, Range 18 East, in the Town of Genesee, Waukesha County, Wisconsin.

ZONING/WETLANDS DELINEATION FOR REFERENCE ONLY

NOTE: Those areas identified as Wetland/Conservancy/Environmental Corridor on this Certified Survey Map CSM shall be subject to the following restrictions:

- A. Grading and filling are prohibited, unless specifically authorized by the Town of Genesee and, if applicable, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
- B. The removal of topsoil or other earthen materials is prohibited, unless specifically authorized by the Town of Genesee and, if applicable, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
- C. The removal or destruction of any vegetative cover, i.e., trees, shrubs, grasses, etc., is prohibited, with the exception that dead, diseased, or dying vegetation may be removed, at the discretion of the landowner and with approval of the Town of Genesee. Silvicultural thinning, upon the recommendation of a forester or naturalist and with

- approval from the Town of Genesee, shall also be permitted. The removal of any vegetative cover that is necessitated to provide access or service to an approved building or structure, shall be permitted only when the access or service cannot be located outside of the Primary Environmental Corridor and only with approval from the Town of Genesee.
- D. Grazing by domesticated animals, i.e., horses, cows, etc., is discouraged to the greatest extent possible within the Primary Environmental Corridor.
- E. The introduction of plant material not indigenous to the existing environment of the Primary Environmental Corridor is prohibited, unless specifically authorized by the Town of Genesee and, if applicable, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
- F. Ponds may be permitted subject to the approval of the Town of Genesee and, if applicable, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
- G. The construction of buildings is prohibited.

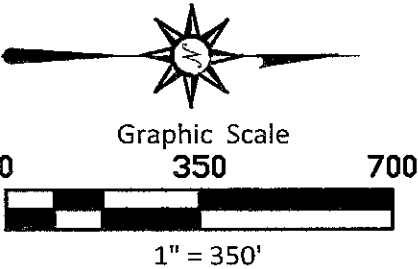


NOTE: Wetlands (C-1) and Primary Environmental Corridors (EC) delineated based on data from the Southeastern Wisconsin Regional Planning Commission.

2015 Wisconsin Wetlands Inventory
2015 Primary Environmental Corridors

ZONING: R-1 Residential District

A-5 Mini-Farm Zone
EC Environmental Corridor
C-1 Conservancy District



CHAPUT
LAND SURVEYS

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Milwaukee, WI 53204
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Professional Land Surveyor S-2194

WISCONSIN
ALLEN J. SCHNEIDER
S-2194
GREENFIELD
WI
LAND SURVEYOR
Date: April 8, 2024
Revised: May 30, 2025
Survey No. 5533.00-lpm
Sheet 3 of 6 Sheets

CERTIFIED SURVEY MAP NO. _____

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SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN}
:SS
MILWAUKEE COUNTY}

I, ALLEN J. SCHNEIDER, a Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided, and mapped a redivision of Lot 2 and Outlot 1 Certified Survey Map No. 4468 recorded in Volume 35 Pages 307-309 as Doc. No. 1243787, and unplatted lands, all being a part of the Northeast 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 28, Township 6 North, Range 18 East and part of the Northwest 1/4 and Southwest 1/4 of the Southwest 1/4 of Section 27, Township 6 North, Range 18 East, in the Town of Genesee, Waukesha County, Wisconsin.

Beginning at the Southeast corner of the Southeast 1/4 of said Section 28; thence South 89°03'19" West along the South line of said Southeast 1/4 a distance of 986.60 feet to the Southeast corner of Certified Survey Map 2440; thence North 01°30'41" West along the East line of said Certified Survey Map and the East line of Lot 1 and Lot 2 of Certified Survey Map 4899 a distance of 753.10 feet to a point on the Southerly line of Old Village Road; thence North 45°19'19" East along said Southerly line 298.04 feet to the Northwesterly corner of Lot 1 of Certified Survey Map No. 4468; thence South 50°01'54" East along the Southwesterly line of said Lot 1 a distance of 305.47 feet to the Southerly corner of said Lot 1; thence North 45°19'19" East along the Southeasterly line of said Lot 1 a distance of 190.85 feet to the Northerly corner of said Lot 1; thence North 49°35'41" West along the Northeasterly line 338.38 feet to a point on the centerline of Old Village Road; thence North 45°19'19" East along said centerline 575.37 feet to a point; thence South 49°35'27" East along the Southerly line of Parcel 1 of Certified Survey Map 7388 and its extension 373.71 feet to a point; thence thence South 72°00'44" East continuing along said Southerly line 810.54 feet to the East line of said Parcel 1; thence North 21°54'27" West along said East line 606.00 feet to a point on the South line of Lot 1 of Certified Survey Map No. 6092; thence North 74°37'33" East along said South line and the South line of Lot 2 of said Certified Survey Map 800.31 feet to a point on the East line of the West 1/2 of the Southwest 1/4 of Section 27; thence South 00°06'38" West along said East line 1774.44 feet to a point on the South line of said 1/4 Section; thence South 89°19'58" West along said South line 1324.59 feet to the point of beginning.

Said lands as described contains 2,815,731 square feet or 69.6403 Acres.

THAT I have made this survey, land division and map by the direction of Scott Messinger and Sandra Messinger, owner of said land.

THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Land Division Ordinance of the County of Waukesha in surveying, dividing, dedicating and mapping the same.

April 8, 2024
DATE
Revised: May 30, 2025



CHAPUT
LAND SURVEYS

234 W. Florida Street
Milwaukee, WI 53204
414-224-8068
www.chaputlandsurveys.com

This instrument was drafted by Allen J. Schneider
Professional Land Surveyor S-2194

Survey No. 5533.00-lpm
Sheet 4 of 6 Sheets

CERTIFIED SURVEY MAP NO. _____


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OWNER'S CERTIFICATE

Attorney Donald Murn, as agent for Scott Messinger and Sandra Messinger, the owners, hereby certifies that Scott Messinger and Sandra Messinger have caused the land described on this Certified Survey Map to be surveyed, divided, dedicated and mapped as represented on this map in accordance with the subdivision regulations of the Town of Genesee and Chapter 236 of the Wisconsin Statutes.

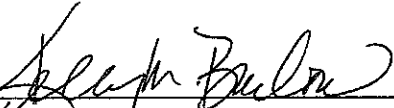
Attorney Donald Murn, as agent for Scott Messinger and Sandra Messinger, does hereby certify that this map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection: Town of Genesee and Village of North Prairie.

Witness the hand and seal of Attorney Donald Murn on this 4th day of June 2025.


Donald Murn, Agent for Scott Messinger and Sandra Messinger

STATE OF Wisconsin }
Waukesha COUNTY } :SS

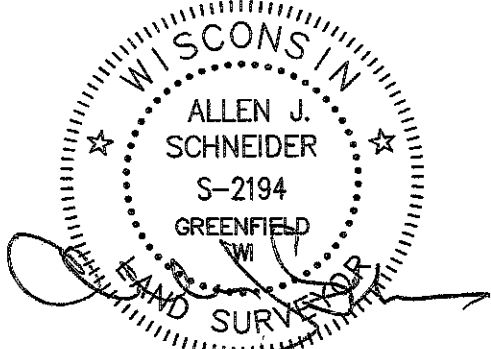
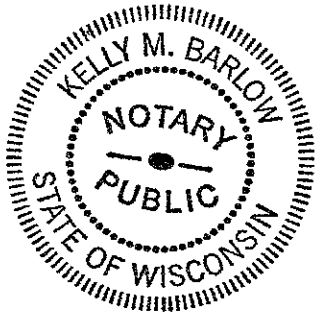
Personally came before me on this 4th day of June, 2025, Donald J. Murn to me known as the person(s) who executed the foregoing instrument and acknowledged that they executed the foregoing instrument as such officer on behalf of entity, by their authority.

Notary Signature: 

Notary Name: Kelly M. Barlow

Notary Public, State of Wisconsin. My commission expires. 5/24/2029

(Notary Seal)



CHAPUT
LAND SURVEYS

234 W. Florida Street Milwaukee, WI 53204 414-224-8068 www.chaputlandsurveys.com

This instrument was drafted by Allen J. Schneider Professional Land Surveyor S-2194

Date: April 8, 2024
Revised: May 30, 2025
Survey No. 5533.00-lpm
Sheet 5 of 6 Sheets

CERTIFIED SURVEY MAP NO. _____

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TOWN BOARD APPROVAL

Approved by the Town Board of the Town of Genesee on this _____ day of _____, 2025.

Terry Tesch, Chairperson

Meri Majeskie, Clerk/Treasurer

PLANNING COMMISSION CERTIFICATE OF APPROVAL

Certified Survey Map accepted by the Planning Commission of the Town of Genesee, on this _____ day of _____, 2025.

Terry Tesch, Chairperson

Rachel Workman, Secretary

VILLAGE BOARD APPROVAL

RESOLVED that the Certified Survey Map of Scott Messinger and Sandra Messinger, owner of said land, being a redivision of Lot 2 and Outlot 1 Certified Survey Map No. 4468 recorded in Volume 35 Pages 307-309 as Doc. No. 1243787, and unplatted lands, all being a part of the Northeast 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 28, Township 6 North, Range 18 East and part of the Northwest 1/4 and Southwest 1/4 of the Southwest 1/4 of Section 27, Township 6 North, Range 18 East, in the Town of Genesee, Waukesha County, Wisconsin, having been approved by the Planning Commission and the same is hereby approved and accepted by the Village Board of Trustees of the Village of North Prairie on this _____ day of _____, 2025.

Date Dan Miresse, Village President

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Village of Trustees of the Village of North Prairie, on this _____ day of _____, 2025.

Date Evelyn Etten, Clerk/Treasurer

WISCONSIN
ALLEN J. SCHNEIDER
S-2194
GREENFIELD
WI
LAND SURVEYOR

Date April 8, 2024
Revised: May 30, 2025
Survey No. 5533.00-lpm
Sheet 6 of 6 Sheets

Permit Ext. Request - July 3, 2025

Tricia Torzala

Ashley Schnering

Thu, Jun 5, 2025, 1:58 PM



NorthPrairie Permit Extension Form 2025.docx

Hi Ashley,

Attached is a brewery permit extension request for a pop-up/birthday celebration event in North Prairie, WI.

Please let me know if there's further questions. Thank you!

Salud,

Tricia Torzala

Co-Founder, Director of Operations

Torzala Brewing Co.

2018 S 1st Street #207

Milwaukee, WI

414.810.3000

PERMIT EXTENSION/SECONDARY LOCATION
(Relating to Brewery Permit and Fermented Malt Beverages)

- **Wisconsin Brewery Permit #:**
_____BR-WI-21279_____
- **Legal Name (Corp., LLC, individual, partnership):**
_____Torzala Brewing LLC_____
- **Business Name:**
_____Torzala Brewing Co._____
- **Business Address:**
_____2018 S 1st St., Suite 207, Milwaukee, WI 53207_____
- **Additional brewery property where brewery sales will be made:**
 - **Location (address) and specific description:** _____
_Veteran's Park - North Prairie, WI 53153
 - **Located behind North Prairie Municipal Building at 130 N. Harrison Street** _____
 - **Is this a permanent secondary location?** Yes or No
 - **Is this a temporary secondary location?** Yes or No
 - **Name of Event:** ___Pop Up Papa Bräu / 80th Birthday
 - **Date(s) & Times:**
 - July 3, 2025 - noon to 9p
 - **Please submit request at least 14 days in advance of conducting business at secondary location to:** Ashley.schnering@wisconsin.gov
 - **Sign/Date/Title:** ___Tricia Torzala/June 5, 2025/Co-Founder_____

_____Department Use Only_____

Assigned to ATEU Agent: _____Schnering_____

Agent Recommendation to Excise Audit: ☒ **APPROVE** or ☐ **DISAPPROVE**

VILLAGE OF NORTH PRAIRIE

OFFICERS, TRUSTEES, COMMITTEES, COMMISSIONS & BOARDS

2025 - 2026

PRESIDENT

DAN MIRESSÉ 2 Yrs 262-470-4105

TRUSTEES

DONNA SAMUELS 2 Yrs 262-337-0701
 ANDY HARMANN 2 Yrs 262-853-2813
 Vacant 2 Yrs
 MIKE McCORMACK 1 Yr 262-392-2271
 DAVE SCHROEDER 1 Yr 262-470-0485
 CHERI LEMPE 1 Yr 414-690-4135

ADMINISTRATOR/CLERK/TREASURER

Evelyn Etten – Administrator/Clk/Treas 262-392-2271

TRUSTEE COMMITTEE ASSIGNMENTS

(One Year Assignments)

FINANCE & FEE COMMITTEE

CHAIR – Dave Schroeder
 Andy Harmann
 Cheri Lampe

PERSONNEL & POLICY COMMITTEE

CHAIR – Mike McCormack
 Dan Miresse
 Vacant

PUBLIC SAFETY & PROTECTIVE SERVICES

CHAIR – Mike McCormack
 POLICE – Dave Schroeder
 FIRE – Donna Samuels
 MUNICIPAL COURT – Mike McCormack

PUBLIC WORKS, BLDGS. & GROUNDS, CIVIC PRIDE

CHAIR – Donna Samuels
 STREETS, ROADS, SANITATION &
 RECYCLING, WEED COMM. – Donna Samuels
 PARKS – Donna Samuels
 MUNICIPAL BLDGS – Cheri Lampe
 Andy Harmann

MUNICIPAL COURT

MARK POWERS – Municipal Judge
 Holly Maule – Court Clerk 262-392-2265

FIRE DEPARTMENT

KMFD Fire Station #35 Phone 262-392-2700
 Fax 262-392-2121

POLICE DEPARTMENT

SAL TAMEZ – Chief Office 262-392-2229
 Melissa Rabay, Clerk Fax 262-392-3081

DPW

DAVE MOLITOR Cell 262-470-9425

MISCELLANEOUS- NON-EMERGENCY

WAUKESHA CO. SHERIFF 262-446-5070
 N.P. POLICE DISPATCH (after hours) 262-446-5070

RESIDENCE BOARD

Francis Taylor 1 Yr 262-392-2335
 Lisa Iding 3 Yrs 262-470-1770
 Joe Whitmore 0 Yrs 262-392-2717
 Chris Schafer Alternate 262-613-0957

PLANNING COMMISSION

DAN MIRESSÉ – Chair 262-470-4105
 Dave Schroeder – Trustee 262-470-0485
 Dave Stellpflug 2 Yrs 414-406-6742
 Michael Schreiber 2 Yrs 262-470-2477
 Tim Paulson 1 Yr 262-442-9787
 Michael Radomski 3 Yrs 262-470-7082
 Deborah Hall 3 Yrs 262-951-0244

BOARD OF REVIEW

DAN MIRESSÉ - Village President 262-470-4105
 Evelyn Etten - Admin/Clerk/Treasurer 262-392-2271
 Cheri Lampe 3 Yrs 414-690-4135
 Al Mull 3 Yrs 262-506-4929
 Mike Radomski 1 Yr 262-392-9285
 Brian Peters 1st Alternate 414-418-2119
 Lisa Iding 2nd Alternate 262-470-1770

ZONING BOARD OF APPEALS

MICHAEL SCHREIBER – Chairman 1 Yr 262-470-2477
 Dan Miresse (V. President) 2 Yrs 262-470-4105
 Ed Westrick 0 Yr 262-392-2502
 Joe Whitmore 0 Yr 262-392-2717
 James Manthei 0 Yr 262-777-9151
 Wendy Svec Alternate 262-751-0555

NORTH PRAIRIE CDA

DEBORAH HALL - Executive Director 262-951-0244
 Evelyn Etten - Assistant Director 262-392-2271
 Frank Rewasiewicz - Trustee 414-315-1133
 Michael Schreiber 0 Yr 262-470-2477
 Ed Westrick 1 Yr 262-392-2502
 Brian Peters 0 Yr 414-418-2119

PROFESSIONAL STAFF

BUILDING INSPECTOR - Scott Johnson Cell 262-352-4433

ASSESSOR –

Associated Appraisal Consultants, Inc.
 Nick Laird – Office 1-800-721-4157
 Fax 920-731-4158

ATTORNEY (Calls must be approved)

Eric Larson Office 262-548-1340

ACCOUNTANT – Bauman Associates

Eric Davidson – (Direct) 715-833-2624 715-834-2001

ENGINEERING – Ruekert and Mielke

(Citizen calls must be approved) Office 262-542-5733
 Andy Petersen – Engineer Cell 262-951-8890

VILLAGE PLANNER – Tim Schwecke

Civic Tek Consulting 920-728-2814

OTHER CONTACTS:

CEMETARY MANAGER

Susie 414-587-5154

PRAIRIE VILLAGE WATER TRUST

101 E. Sadd St./PO Box 272
 Sally 262-392-5199

Set Committee Mtgs.

- | | |
|----------------------------|---------------------------------------------|
| 1) Plan Commission | Tuesday prior to the board mtg. - 6:30 p.m. |
| 2) Fee & Finance | 2 nd Thursday - 5:30 p.m. |
| 3) Board Mtgs | 2 nd Thursday - 6:30 p.m. |
| 4) Personnel & Policy | 3 rd Tuesday - 4:30 p.m. |
| 5) PW, Buildings & Grounds | 3 rd Wednesday - 4:00 p.m. |
| 6) Protective Svcs. | Last Wednesday of the month - 4:00 p.m. |

ORDINANCE NO. 02-2025

**AN ORDINANCE TO AMENDING CHAPTER 6 OF THE MUNICIPAL CODE
ALCOHOL BEVERAGES**

THE VILLAGE BOARD OF THE VILLAGE OF NORTH PRAIRIE, WAUKESHA, WISCONSIN,
DOES ORDAIN AS FOLLOWS:

ALCOHOL BEVERAGE LICENSING AND PERMITTING STANDARDS AND CRITERIA

SEC. 6-1 State Statutes adopted.

The current and future provisions of Chapter 125, Wis. Stats., defining and regulating the types, sale, procurement, consumption, dispensing, and transfer of alcohol beverages, as well as provisions dealing with the suspension and revocation of alcohol beverage licenses and permits and including provisions relating to the penalty to be imposed or the punishment for violation of such statutes, are adopted and made part of this Section by reference. A violation of any such provision shall constitute a violation of this Section. Any future amendments, revisions, modifications, or additions of the statutes incorporated herein, are intended to be made part of this Chapter in order to secure uniform statewide regulations of alcohol beverage in this State.

Sec. 6-2 Basic requirements.

- A. Occupancy Permit and/or Approved Plan of Operation Required. No person on any licensed or permitted premises shall conduct any transactions regulated by this Chapter unless a licensee or permittee holds a valid Occupancy Permit and/ or an approved Plan of Operation, as may be required, issued by the Village. The Occupancy Permit and/or approved Plan of Operation shall be specific in detail as to what area of the premises shall be licensed or permitted for the sale of alcoholic beverages. Failure to hold any required Occupancy Permit or to have any required Plan of Operation or any violation of any required Occupancy Permit or any required Plan of Operation are grounds for suspension or revocation of any license or permit issued under this Chapter.
- B. Wisconsin Seller's Permit Required. No person on any licensed or permitted premises shall conduct any transactions regulated under this Chapter unless a licensee or permittee holds and maintains a valid Wisconsin Seller's Permit as required un §77.52 Wis. Stats., issued to the premises and licensee or permittee described in the license or permit during the period of licensing or permitting. Failure to hold a valid Wisconsin Seller's Permit or any violation of a Wisconsin Seller's Permit are grounds for suspension or revocation of any license or permit issued under this Chapter.
- C. Wisconsin Business Tax Registration Certificate Required. No person on any licensed or permitted premises shall conduct any transactions regulated under this Chapter unless a licensee or permittee holds and maintains a valid Wisconsin Business Tax Registration Certificate as required by Wisconsin Statutes issued to the premises and licensee or permittee described in the license or permit during the period of licensing or permitting. Failure to hold a valid Wisconsin Business Tax Registration Certificate or any violation of a Wisconsin Business

Tax Registration Certificate are grounds for suspension or revocation of any license or permit issued under this Chapter.

- D. Business Plan Required No person on any licensed or permitted premises shall conduct any transactions regulated under this Chapter unless a licensee or permittee operates under an approved Business Plan which has been submitted to and approved by the Village Board as part of the alcohol beverage licensing procedure for the premises and licensee or permittee described in the license or permit during the period of licensing or permitting. Failure to have an approved Business Plan or any failure to comply of an approved Business Plan are grounds for suspension or revocation of any license or permit issued under this Chapter.
- E. Federal Employment Identification Number (FEIN) Required No person on any licensed or permitted premises shall conduct any transactions regulated under this Chapter unless a licensee or permittee holds and maintains a valid FEIN as required issued to the premises and licensee or permittee described in the license or permit during the period of licensing or permitting. Failure to hold a valid FEIN or any violation of a FEIN are grounds for suspension or revocation of any license or permit issued under this Chapter.

Sec 6-3 General Licensing Requirements

Failure to comply with the following requirements are grounds for suspension or revocation of any license or permit issued under this Chapter.

- A. Application Process. The application process is governed by §125.04, Wis. Stats.
 - 1. Applications. All applications other than operator's licenses shall contain all the information required by the form required under §125.04(3), Wis. Stats., and any other information as reasonably required by the Village Clerk. Operator's license applications shall contain all information required on the form and any other information as may reasonably be required by the Village Clerk. Operator's license applications shall be on a form prescribed by the Clerk containing all information deemed necessary including but not limited to name, residence, birthdate, phone, employment location.
 - 2. Filing. Operator's licenses and licenses issued under §125.326(6), Wis. Stats., and/or §125.51(10) lasting less than four (4) days must be filed with the Village Clerk at least 48 hours prior to granting of the license. All other applications for licenses and permits to sell alcohol beverages as well as license issued under §125.26(6), Wis. Stats., and/or 125.51(10) lasting four (4) or more days shall be filed with the Village Clerk as required by Wisconsin Statutes or fifteen (15) days whichever is less.
 - 3. Fees. Fees are governed by §125.04. Wis. Stats.
 - a. The fees for licenses or permits which are not granted shall be refunded after deducting the application fee and all actual publication fees and investigation fees.
 - b. Fees for partial licensing or permitting years must be prorated if required by Chapter 125, Wis. Stats. In all cases when an alcohol beverage license or permit is issued for a partial year, a minimum fee of \$25.00 and all actual publication fees and investigation fees must be paid.

- c. Once any license or permit is issued, no return of any payment shall be made regardless of whether the license or permit is used for the entire year.
- d. Fees for the following licenses and permits shall be established by the Village Board from time to time by separate Resolution, provided that the fee shall be in an amount approved by Chapter 125, Wis. Stats.,
 - i. Class "A" Fermented Malt Beverages License.
 - ii. "Class A" Intoxicating Liquor License.
 - iii. "Class A" Liquor (Cider Only)
 - iv. Class "B" Fermented Malt Beverages License.
 - v. Class "B" Picnic License under §125.26(6), Wis. Stats.
 - vi. "Class B" Intoxicating Liquor License.
 - vii. The fee for a reserve "Class B" liquor license shall be \$10,000.00 for initial issuance.
 - viii. "Class C" Wine License
 - ix. Provisional Retail Licenses.
 - x. Operators' License – Operator licenses shall be issued for not more than a 13 month period expiring on June 30.
 - xi. Provisional Operator License
 - xii. Transfer from One Premises to Another
 - xiii. Temporary Operator License.
 - xiv. Publication Fee – See §985.08. Wis. Stats. And §125.04(3)(g)(6), Wis. Stats.
 - xv. Investigation Fee.
 - xvi. Booklet Fee.
 - xvii. Program Fee.
 - xviii. Application Fee.
 - xix. Fees for any license or permit authorized under Chapter 125, Wis. Stats.

B. Investigation Process. Upon receipt of a license or permit application under the provisions of this Chapter, the Village Clerk shall forward a copy of the application to the appropriate persons to conduct an investigation of the applicant(s).

1. *All Alcoholic Beverage Licenses and Permits.* The Police Department, Fire Department and Building Inspector and other persons authorized may conduct an investigation and inspection of the premises mentioned in the applications to determine if the premises comply with all applicable regulations, ordinances and laws. The police department shall investigate all persons included in the application to determine the suitability and character of the applicants.
2. *Operator's Licenses.* The Police Department shall conduct an investigation of all applicants to determine the suitability and character of the applicant.
3. *Reports.* Upon completion of all investigations, written reports shall be submitted to the Village Clerk. The Village Clerk will then forward the application to the Village Board for action, if such action is necessary.

- C. Review The Village Board may refer any and all licenses or permits to the appropriate committee for review and recommendation prior to action by the Village Board.
- D. Quotas The number of Licenses shall be limited based upon the most recent decennial Federal Census or special census conducted by the Village Board under contract with the U.S. Bureau of the Census in the following manner.
1. No Class A Liquor License shall be issued in the Village except as a Combination License with a Class A Fermented Malt Beverage License.
 2. No regular yearly Class B Fermented Malt Beverage Licenses shall be issued in the Village except as a Combination License with a Class B intoxicating Liquor License or Class C Wine license.
 3. No more than one six-month Class B Fermented Malt Beverage License shall be issued for each 2,000 population or fraction thereof.
 4. No more than one Class B Fermented Malt Beverage License for local, non-profit civic groups shall be issued for each 1,000 population or fraction thereof.

E. Premises Extension

1. *Definition.* As used in this paragraph "premises extension" shall mean an open, unroofed area where alcohol beverages are served and consumed, and provided such area is connected to a licensed alcohol beverage premises.
2. *License required.* No person shall keep, maintain, conduct or operate any premises extension without first obtaining approval from the Village Board of an amendment of the license description of the premise.
3. *License fee.* The fee for a premises extension shall be that amount as determined from time to time by resolution of the Village Board.
4. *Application.* Application for a premises extension shall be made to the Village Clerk and shall be submitted to the Village Board for issuance and approval as the Village Board, in its discretion, deems appropriate. The application shall contain the following information:
 - a. Name, address and phone number of license holder.
 - b. Type of license held.
 - c. Trade name.
 - d. Date and time of extension of premise.
 - e. Type of event/reason for extension.
 - f. Contact name, address and phone number.
 - g. Diagram of premises extension.
 - h. Specify if band or music will be applicable (location on premises and time frame)

- i. Specify if food will be served (in house preparation, catered, location served)
 - j. Must be signed by license holder.
 - k. Include additional or alternative parking locations.
- 5. *Filing deadline.* Applications must be submitted to the Village clerk no later than noon five business days before the regularly scheduled meeting of the Village Board.
- 6. *Restrictions.* Any violation of any of the restrictions imposed by this subsection relating to Premises Extension may be grounds for suspension or revocation of any license issued under this Chapter. No premises extension shall be licensed, maintained or operated, except in conformity with the following regulations:
 - a. The premises extension shall be particularly described, adjacent to and operated as a part of a premises license to sell alcohol beverages for consumption on the premises. The premises for which the premises extension is issued must be owned by or under the control of the licensee.
 - b. If any part of the premises extension is not blocked by a building, there shall be maintained or constructed a fence not less than six feet high with maximum spacing in openings of two inches or double fencing of not less than four feet high with six feet between the fencing, surrounding the premises extension. The fencing shall contain the required fire exit or exits. Each gate or exit shall be not less than four feet high for double fencing and six feet high for single fencing, shall swing free to egress, shall be equipped with proper hardware and shall swing free and clear of public sidewalks. The premises extension fence shall comply with all local ordinances regarding vision clearance and distances from corners.
 - c. All electrical wiring shall comply with national, state and local electrical codes. (Electrical permits may be needed)
 - d. The premises extension shall be maintained to comply with all state or local fire code provisions.
 - e. The noise emanating from any premises extension shall not violate any of the regulations of the municipal code pertaining to noise.
 - f. If the premises extension allows any food to be served in the premises extension, the licensee or his/her agent must comply with Wisconsin Statutes. Licensee or his/her agent must contact the Village Board or county health department for inspection and approval.
 - g. Restroom facilities must be provided to adequately accommodate the maximum capacity of people in both the licensed premises and the premises extension.
 - h. Beverages must be served in paper, cans or plastic only and may be carried into the premises extension.

- i. The licensee or his/her agent shall be responsible to preventing violations of this paragraph and for supervising the premises extension at all times.
- j. Any necessary security for the premises extension, including any security required as a condition of the license, shall be the sole responsibility of the licensee.
- k. The licensee shall maintain adequate liability insurance for the premises extension and proof of such insurance shall be furnished to the Village Clerk before a premises extension is issued.
- l. The licensee shall maintain peace and order over any area adjacent to and used in conjunction with a licensed premises whether or not said premises extension is licensed. Violation of this Section may result in the police department exercising its authority under Wisconsin Statutes and the Municipal Code, and ordering any premises extension or the entire licensed area closed in the public interest.
- m. The licensee is responsible for all clean-up and removal of debris and rubbish from the premises extension and any adjoining area which has suffered a spill over of debris and rubbish.
- n. Each licensed establishment may be granted up to two premises extensions per license year from July 1 through June 30. The date and hours during which a premises extension shall be valid may be determined by the Village Board.

Sec. 6-4 Operator's License

In addition to the provisions of §125.17, Wis. Stats.

1. *Regular Operator's License.* Pursuant to and subject to the requirements of §125.17(1), Wis. Stats., regular operator's licenses may be granted to individuals by the Village Clerk or their designee as allowed by the Village Board adopted ordinance.
2. *Provisional Operator's License*
 - a. Pursuant to and subject to the requirements of §125.17(5), Wis. Stats., the Village Clerk or their designee, shall issue a provisional operator's license to an applicant in case of a bona fide emergency. A bona fide emergency shall be caused by such things as death, disability, or absence of the regular operators. The Village Clerk or their designee, before authorizing such issuance, shall determine that the applicant has a satisfactory record, and likely would be issued a regular operator's license. All operator's licenses issued under this Section shall expire on June 30 of each year.
 - b. Pursuant to and subject to the requirements of §125.17(6), Wis. Stats., the Village Clerk or their authorized designee may issue a provisional operator's license to a person who is enrolled in a training course and has applied for a regular operator's license.
 - l. *Temporary Operator's Licenses.* Pursuant to and subject to the requirements of §125.17(4), Wis. Stats., the Village clerk or their designee may issue temporary operator's licenses.

- II. *State Operator's Permits.* Any individual who received an operator's permit from the Wisconsin Division of Alcohol Beverages and intends to use the permit within the Village must provide the Village Clerk with a copy of the permit.

Sec. 6-5 Other Licenses

1. *Provisional Retail Licenses.* Pursuant to and subject to the requirements of §125.185, Wis. Stats., the Village clerk or their designee, shall issue a provisional license to an applicant in case of a bona fide emergency. A bona fide emergency shall be caused by such things as death or disability but is not caused by merely failing to file the application for a license or permit timely.
2. *Manager's License.* Pursuant to §125.18, Wis. Stats., the Village of North Prairie opts not to issue Managers' Licenses.
3. *Temporary Class B Retail Licenses.* Pursuant to and subject to the requirements of §125.32(6) and 125.51(10), Wis. Stats., the Municipal clerk or their designee, are authorized to issue temporary Class B Retail licenses lasting less than four (4) days.
4. *Public Parks.* The sale of fermented malt beverages in any public park operated by the Village of North Prairie. Fermented malt beverages shall be sold by officers or employees of the county or municipality under an ordinance, resolution, rule or regulation enacted by the Village of North Prairie.
5. *Regulation of Underage Persons.*
 - a. An underage person is authorized to enter and remain in a room on Class "B" or "Class B" licensed premises separate from any room where alcohol beverages are sold or served, if no alcohol beverages are furnished or consumed by any person in the room where the underage person is present provided the law enforcement agency responsible for enforcing the ordinance issued to the Class "B" or "Class B" licensee a written authorization permitting underage persons to be present on the date specified in the authorization. Before issuing the authorization, the law enforcement agency shall make a determination that the presence of underage persons on the licensed premises will not endanger their health, welfare or safety or that of other members of the community. The licensee shall obtain a separate authorization for each date on which underage persons will be present on the premises.
 - b. The Village of North Prairie adopts the conduct regulated by §125.07(1) and (4), (a), (b) and (bm), §125.085(3)(b) or §125.09(2) Wis. Stats.
6. *Commercial Quadricycles.* Subject to §125.10(5)(b) the Village of North Prairie prohibits the consumption of fermented malt beverages by passengers on a commercial quadricycle within the village.
7. *No-Sale Event Permits* If a property owner is issued a no-sale event permit by the Division of Alcohol Beverages, the property owner must inform the

Village of the event, including the expected guest count, immediately upon issuance of the permit. The property owner shall provide the Village clerk with a copy of the permit and must comply with all provisions of §125.09, Wis. Stats.

8. Transfer of Licenses. If the transfer of a license is approved by the Village of North Prairie pursuant §125.04(12), Wis. Stats., all conditions set forth under this Chapter shall be complied with. Failure to conform with the terms of the approved license transfer shall be grounds for denial, suspension or revocation of the license.
9. Non-Use of License or Permit Non-use of a license or permit issued under this Chapter shall be grounds for cancellation, suspension, revocation or non-renewal of the license or permit in accordance with the provisions of this Chapter and the Wisconsin Statutes in either of the following circumstances:
 - a. The license or permit issued under this Chapter is not used within ninety (90) days after its issuance; or
 - b. The license or permit issued under this chapter's usage is discontinued for ninety (90) or more days in aggregate in any licensing year.
10. Closing Hours. Closing hours shall be as set by Wisconsin Statutes with the following applicable local options:
 - a. If a wholesale license, between 5 p.m. and 8 a.m., except on Saturday when the closing hour shall be 9 p.m.
 - b. If a Retail Class "A" Fermented malt Beverage License, between 9 p.m. and 6 a.m.
 - c. If a Retail "Class A" Intoxicating Liquor License, between 9 p.m. and 6 a.m.
11. Local Options The holder of a Retail "Class B" Liquor License or on "Class C" licensed premises as authorized under §125.51 (3e) (a) shall be permitted to sell, deal and traffic intoxicating liquors in the original packages or containers to be consumed off the licensed premises or containers if the licensee seals the container of intoxicating liquor with a tamper-evident seal before the intoxicating liquor is removed from the premises. Off premises sales shall cease at midnight of each day it is intended by this Section that the packaged sales from Class "B" licensed premises will not be permitted after midnight under the option granted herein and further provided, however, that no single-container sale of fermented malt beverages can be made unless originally packaged as a single container or if a smaller package exists within a larger containers.
12. Full Service Retail Location. The Village of North Prairie Village Board may, as a part of its approval process of a full-service retail location, include as conditions of approval any of the provisions of this Chapter and the Village Zoning Code.

RESTRICTIONS ON ISSUANCE OF LICENSES OR PERMITS.

The following restrictions are imposed on all licenses and permits issued by the Village as authorized by §125.10(1), Wis. Stats. In addition to any provision contained in this Chapter, failure to comply with the following restrictions are grounds for suspension or revocation of any license or permit issued under this Chapter.

a. Health and Sanitation Requirements.

- i. No initial or renewal alcohol beverage license or permit shall be issued for any premises which does not conform to the sanitary safety and health requirements of the State Department of Industry, Labor, and Human Relations pertaining to building electrical and plumbing; to the rules and regulations of the State Department of Health and Social Services applicable to restaurants, if the premises is licensed to serve food; and to all such rules and regulations as to building, health and sanitation adopted by the Village, County, the State or the Federal government.
- ii. Any violation of any of the restrictions imposed by this subsection relating to Health and Sanitation Requirements may be grounds for suspension or revocation of any license or permit issued under this Chapter.

b. Delinquent Taxes, Assessments, Forfeitures and Claims.

- i. No initial or renewal alcohol beverage license or permit shall be issued for any premise or property which is delinquent in the payment of any taxes, assessments, fees, forfeitures or other claims of the Village.
- ii. No initial or renewal alcohol beverage license or permit shall be issued to any person who is delinquent in the payment of any taxes, assessments, fees, forfeitures or other claims of the Village.
- iii. If at any time the premises, property, and/or person is delinquent in the payment of any taxes, assessments, fees, forfeitures or other claims of the Village said delinquency shall be grounds for suspension or revocation of any license or permit issued under this chapter.

c. Separate Premises or Limited Access Area. Every person, firm or corporation applying for a new or renewal of an existing Class "A" Fermented Malt Beverage License, a "Class A" Intoxicating Liquor License, a "Class A" Liquor (Cider Only) License, a combination Class "A" Fermented Malt Beverage License and "Class A" Liquor (Cider Only) License or combination Class "A" Fermented malt Beverage License and "Class A" Intoxicating Liquor License shall submit to and receive approval from the Village Board of a site plan and plan of operation with a diagram or photograph of the proposed or existing sale and display area for the alcohol beverages prior to the issuance of any such license(s) or permits(s). The site plan and plan of operation shall be such as to ensure that minors do not have reasonable access to acquire alcohol beverages as well as satisfying the following requirements:

- i. For Class "A" Fermented Malt Beverage Licensees, and for Combination Class "A" Fermented Malt Beverages and "Class A" Liquor (cider Only) Licensees, one of the following is required:

1. An area must be designated for the display of intoxicating liquors and fermented malt beverages and, said area must be able to be closed off from reasonable access during the closing hours set forth in subsection below and, the licensee location must have multiple employees on duty at all times while the store is open who are in a position to supervise the sale of the intoxicating liquors and fermented malt beverages and; the licensee shall provide a detailed security plan which will be subject to approval by the Police Chief to ensure that minors do not have reasonable access to acquire intoxicating liquors and fermented malt beverages.

OR

2. A partition between that portion of the premises used for display and sale of intoxicating liquors and fermented malt beverages and incidental sale of snacks and foods, and that portion of the premises used for sale and display of other merchandise so as to completely separate a self-service liquor department from other departments. Ingress and egress shall not be permitted between such departments and other departments by the public except for emergencies.

OR

3. An area for sale and display of intoxicating liquors and fermented malt beverages access to which shall be limited to employees of the licensee only.

- ii. For "Class A" Intoxicating Liquor Licensees, and for combination Class "A: Fermented Malt Beverage and "Class A" Intoxicating Liquor Licensees one of the following is required:

1. An area must be designated for the display of intoxicating liquors and fermented malt beverages and; said area must be able to be closed off from reasonable access during the closing hours set forth below and; the licensee location must have 4 or more employees on duty at all times while the store is open who are in a position to supervise the sale and prevent the theft of the intoxicating liquors and fermented malt beverages and; the licensee shall provide a detailed security plant which will be subject to approval by the Police chief to ensure that minors do not have reasonable access to acquire intoxicating liquors or fermented malt beverages and to prevent theft of the beverages. To meet this standard a licensee must demonstrate to the Police Chief, layers of access control, accountability of personnel, and sufficient procedures for dealing with theft to minimize police service impact from the same.

OR

2. A partition between that portion of the premises used for display and sale of intoxicating liquors and fermented malt beverages and incidental sale of snacks and foods, and that portion of the premises used for sale and display of other merchandise so as to completely separate a self-service liquor department from other departments. Ingress and egress shall not be permitted between such departments and other departments by the public except for emergencies.

- iii. Any violation of any of the restrictions imposed by this subsection relating to Separate Premises or Limited Access Areas may be grounds for suspension or revocation of any license or permit issued under this chapter.

Sec 6-7 Municipal Regulation.

The following conditions are imposed on all licenses and permits issued by the Village of North Prairie as authorized by §125.10(1), Wis. Stats. In addition to any provision contained in this chapter, failure to comply with the following conditions is grounds for suspension or revocation of any license or permit issued under this Chapter.

- A. Consent to Inspection. Every applicant obtaining a license or permit thereby consents to the entry of the police or other authorized representatives of the Village or the State at any reasonable time for the purpose of inspection and search, and consents to the removal from said premises of all things found to be in violation of Municipal Ordinances or Wisconsin Statutes and consents to the introduction of such things as evidence in any prosecution that may be brought for such offenses.
- B. Safety and Sanitation Requirements. Every licensed or permitted premises shall be maintained and conducted in a sanitary manner and shall be a safe and proper place for the purpose being used.
- C. Orderly Conduct Required. Every licensed or permitted premises shall be conducted in an orderly manner and no disorderly, noxious or indecent conduct shall be allowed.
- D. Gambling Prohibited. Gambling shall not be permitted on a licensed or permitted premise, unless authorized by Wisconsin Statutes. Slot machines or other devices of chance are prohibited and shall not be kept on the premises, unless authorized by Wisconsin Statutes.
- E. Lewd, Obscene, Performances, etc. Prohibited. No licensee or permittee shall advertise, produce, perform or allow any lewd, obscene, or indecent performance of any kind on the premises.
- F. Controlled Substance Use Prohibited. Any licensee, permittee, partner, agent, authorized representative or employee who is convicted of the use, possession, delivery or intent to deliver, any controlled substance defined and regulated under Chapter 161, Wis. Stats., may be considered grounds for the revocation or suspension of any license provided for in this chapter.
- G. Regulation of Entertainment and Entertainers. No class B licensee or permittee shall employ or permit to perform on the premises any entertainer, except a member of a band, a vocalist, a piano or organ player or a comedian. All such entertainers be fully clothed in such a manner as is acceptable in all public places. No licensee or permittee shall allow any entertainment which makes an appeal to prurient interest. Dancing among patrons, but not between patron and employee is permitted upon permit and with the approval of location by the Fire Chief.
- H. Regulation of Underage Persons. This chapter is also intended to incorporate as ordinance violations, the regulations of underage persons under §125.10(2), Wis. Stats.

- I. Sales by Clubs. No club shall sell alcoholic beverages except to members and to guests invited by members.
- J. Consumption on premises. The holder of every alcohol beverage license shall make every effort to discourage the premises patrons from taking alcohol beverages out of the premises when the beverage is sold for consumption on the premises.
- K. Open Carry. No person shall possess an opened container of alcohol beverage or drink an alcohol beverage in any vehicle, alley, park, public street or other public place except at community functions or events authorized by specific action of the Village Board or public places for which a license or permit has been granted.
- L. Violations by Agents and Employees. A violation of this Chapter by an authorized agent or employee of the licensee or permittee shall constitute a violation by the licensee or permittee.
- M. Municipal Ordinance Violations. Any license or permittee holder, who is convicted of violating any Municipal Ordinance, such violation is grounds for the revocation or suspension of the license or permit.
- N. False Information in an Application. If a person knowingly provides materially false information in an application for a license or permit under this Chapter or on a full-service retail outlet form, and if a person materially violates any representation made in an affidavit under §125.20(6)(a)6 or (c) 4. Wis. Stats. Such action is grounds for the revocation or suspension of the license or permit.

Sec 6-8 REVOCATION AND SUSPENSION OF LICENSES

Suspension or Revocation of any licenses or permits issued under this Chapter is governed by §125.12 Wis, Stats.

Sec 6-9 PENALTIES

- A. General Penalty Provisions.
 - 1. Any person who violates a provision of Chapter 125 Wis. Stats. For which a penalty is not specified shall be penalized not less than \$100.00 and up to not more that \$1,000 or imprisoned for up to 90 days in jail or both for each day that violation is determined to exist.
 - 2. A license issued in violation of Chapter 125, Wis. Stats. Is void.
 - 3. Any person who violates §125.04(1), wis. Stats. By selling manufacturing or distributing alcohol beverages without an appropriate license shall be penalized not less that \$100.00 and up to not more than \$10,000 or imprisoned for not more than 9 months or both for each day that a violation is determined to exist.
 - 4. Any person who sells or possesses with intent to sell, intoxicating liquor without holding the appropriate license or permit may be penalized not les than \$100.00 and up to not more than \$10,000 or imprisoned for not more than 9 months or both for each day that a violation is determined to exist.
 - 5. Any person who gives away alcoholic beverages or using any other means to evade the laws relating to the sale of alcohol beverages may be penalized not less that \$100.00 and up to not more than \$10,000 or imprisoned for not more than nine months or both for each day that a violation is determined to exist.

6. Any licensee who allows another person to use his or her license to sell alcohol beverages, shall have his or her license revoked.
- B. Specific Penalties Provision. Chapter 125 Wis. Stats., includes specific penalties which are incorporated herein pursuant to Section 1 above.

This ordinance was approved and adopted at the June 12, 2025 Village Board meeting.

Dan Miresse, Village President

Attest:

Evelyn Etten, Village Administrator/Clerk/Treasurer

VILLAGE OF NORTH PRAIRIE
Board Report – June 12, 2025
from the Village Administrator/Clerk/Treasurer

Update on Deputy Clerk Status:

I had extended an offer for the Deputy Clerk, and she started working on May 13. Unfortunately, she resigned on June 2, 2025, due to family matters. I immediately contacted one of my other very qualified candidates, Tracy Tipton, former Police Dispatcher from the Village of Mukwonago who has graciously accepted the position. She started on May 29th and is doing very well.

DPW Position: The Personnel and Policy Committee and I met last week. We made some minor revisions to the job description and ad for publishing. The timeline for hiring process:

6/13/25 - Publish Ad with the League of Municipalities

6/30/25 – Application deadline

7/1/25 – Review Applications

7/7 – 7/18/25 – Interview Process

9/2/25 – Onboarding

Financial Reports:

May - 2025

Public Hearing for the Amended PUD for the Glen at the Broadlands – July 10, 2025

My apologies, with everything going on, I missed the two-week deadline to get this published to hold the public hearing today. The publication was sent to the Freeman, and the Public Hearing will be on July 10, 2025.

Operator's Licesnes Approved: *(See list on the back page)*

Reminder:

Committee Agendas: Please email agendas and any 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.

Operator's Licenses Approved:

Bill's Mobile	Broadland's	Sport's Page
Patel, Dhaval K.	Fisher, Grace	Chycinski, Danielle
Patel, Satishkumar M.	Hammond, Lillian K.	Schlei, Jill A.
Patel, Sanketkumar K.	Helmink, Abby S.	Haugen, Linda M.
Patel, Chirankumar R.	Spaulding, Andrew W.	Wise, Amber L.
Patel, Nikitaben M.	Smeiska, Matt J.	Krause, Cassandra
Singh, Rajwinder	Smeiska, Kiley N.	Peterson, Autumn M.
Gancha, Sukhdeep	Yaeger, Louis	Hare, Candace E.
	Carbajal, Kierra	Wanchak, Tiffany N.
	Martin, Michael	Keeling, Amanda
		Beaulieu, Katie
		McGuire, Scott

Administrator/Clerk/Treasurer's Calendar:

- 2024 Audit
- Date Set for **Open Book** – July 7, 2025
- Date Set for **Board of Review** – July 22, 2025
- Update the employee handbook and policies
- Update job descriptions for board review and adoption
- RFP for rewrite of Zoning Code for 2026 budget planning purposes
- RFP for Comprehensive Plan for 2026 budget planning purposes

Respectfully submitted, June 6, 2025

Evelyn Effen
Administrator/Clerk/Treasurer

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Five Months Ending May 31, 2025

Date Printed: June 10, 2025

		<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Taxes</u>					
10-41110	PROPERTY TAX	0.00	0.00	\$ 803,570.00	(803,570.00)
10-41161	MANAGED FOREST LAN	0.00	0.00	350.00	(350.00)
		<u>0.00</u>	<u>0.00</u>	<u>803,920.00</u>	<u>(803,920.00)</u>
<u>Intergovernmental</u>					
10-43216	KMFD - Reimburse Utilities	4,546.75	4,546.75	10,000.00	(5,453.25)
10-43410	STATE SHARED REVENU	0.00	0.00	105,006.00	(105,006.00)
10-43411	EXEMPT COMPUTER AID	0.00	0.00	2,640.00	(2,640.00)
10-43521	POLICE TRAINING AIDS	0.00	0.00	800.00	(800.00)
10-43529	PUBLIC SAFETY AIDS	0.00	0.00	500.00	(500.00)
10-43531	TRANSPORTATION AIDS	12,411.62	12,411.62	49,690.00	(37,278.38)
10-43534	LRIP GRANTS	0.00	0.00	30,934.00	(30,934.00)
10-43545	RECYCLING GRANTS	5,403.27	5,403.27	5,400.00	3.27
10-43690	OTHER STATE AIDS	6,546.35	6,546.35	6,546.00	0.35
10-43790	CGDB GRANTS	3,820.42	3,820.42	0.00	3,820.42
10-43791	VIDEO SERVICE PROVID	0.00	0.00	5,466.00	(5,466.00)
		<u>32,728.41</u>	<u>32,728.41</u>	<u>216,982.00</u>	<u>(184,253.59)</u>
<u>Regulation and Compliance</u>					
10-44100	BUSINESS LICENSES	(182.00)	(182.00)	3,000.00	(3,182.00)
10-44101	CABLE FRANCHISE FEES	9,652.52	9,652.52	27,328.00	(17,675.48)
10-44200	ANIMAL LICENSES	1,299.50	1,299.50	900.00	399.50
10-44300	BUILDING PERMITS	13,999.68	13,999.68	35,000.00	(21,000.32)
10-44303	PERMITS - NON-BLDG	2,751.00	2,751.00	0.00	2,751.00
10-44305	UDC STATE SEALS	0.00	0.00	70.00	(70.00)
		<u>27,520.70</u>	<u>27,520.70</u>	<u>66,298.00</u>	<u>(38,777.30)</u>
<u>Charges for Services</u>					
10-45100	COURT FINES	(36,419.25)	(36,419.25)	15,000.00	(51,419.25)
10-45101	ASSESSMENT FEES	0.00	0.00	100.00	(100.00)
10-46100	PUBLICATION FEES	0.00	0.00	500.00	(500.00)
10-46101	ENGINEERING FEES REI	0.00	0.00	3,000.00	(3,000.00)
10-46102	LEGAL FEES REIMBURSE	0.00	0.00	3,000.00	(3,000.00)
10-46103	SPEC ASSESSMENT LTRS	255.00	255.00	1,800.00	(1,545.00)
10-46104	PARKING TICKETS	0.00	0.00	600.00	(600.00)
10-46105	APPLICATION FORM FEE	(133.00)	(133.00)	1,500.00	(1,633.00)
10-46106	PLANNING FEES REIMBU	0.00	0.00	500.00	(500.00)
10-46109	MISC CHARGES FOR SER	72.50	72.50	2,000.00	(1,927.50)
10-46290	PROPERTY CLEANUP	0.00	0.00	500.00	(500.00)
10-46324	HIGHWAY SERVICES	12,411.62	12,411.62	0.00	12,411.62
10-46720	PARK FEES	150.00	150.00	4,000.00	(3,850.00)
10-46750	BASEBALL PROGRAM	665.00	665.00	0.00	665.00
10-47320	HIGHWAY MAINTENANC	0.00	0.00	2,000.00	(2,000.00)
10-47322	SHARED MUNI. COURT C	0.00	0.00	32,500.00	(32,500.00)
		<u>(22,998.13)</u>	<u>(22,998.13)</u>	<u>67,000.00</u>	<u>(89,998.13)</u>
<u>Interest</u>					
10-48110	INTEREST ON INVESTME	0.00	0.00	45,000.00	(45,000.00)

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Five Months Ending May 31, 2025
Date Printed: June 10, 2025

<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
0.00	0.00	45,000.00	(45,000.00)

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Five Months Ending May 31, 2025
Date Printed: June 10, 2025

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Miscellaneous</u>				
10-48200 VILLAGE HALL RENTAL	1,850.00	1,850.00	8,000.00	(6,150.00)
10-48440 INSURANCE RECOVERIE	262.00	262.00	0.00	262.00
10-48450 INSURANCE DIVIDENDS	664.00	664.00	1,000.00	(336.00)
10-48500 DONATIONS	(2,126.28)	(2,126.28)	5,000.00	(7,126.28)
10-48503 DONATIONS - POLICE	300.00	300.00	0.00	300.00
10-48900 SALE OF WATER	2,000.00	2,000.00	19,000.00	(17,000.00)
10-48999 BURN PERMITS	2,310.00	2,310.00	4,000.00	(1,690.00)
	<u>5,259.72</u>	<u>5,259.72</u>	<u>37,000.00</u>	<u>(31,740.28)</u>

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Five Months Ending May 31, 2025
Date Printed: June 10, 2025

	<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	0.00	0.00	245,438.00	(245,438.00)
	<u>0.00</u>	<u>0.00</u>	<u>245,438.00</u>	<u>(245,438.00)</u>
 Total Revenues	 <u><u>42,510.70</u></u>	 <u><u>42,510.70</u></u>	 <u><u>\$ 1,481,638.00</u></u>	 <u><u>(1,439,127.30)</u></u>

Village of North Prairie
General Fund - Statement of Expenditures
For the Five Months Ending May 31, 2025

Date Printed: June 10, 2025

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
General Government				
Village Board				
10-51100-100 VILLAGE BOARD SALARI	12,933.33	12,933.33	14,800.00	1,866.67
10-51100-130 SOCIAL SECURITY	993.23	993.23	1,132.00	138.77
10-51100-310 LEAGUE MEMBERSHIP	1,619.86	1,619.86	1,327.00	(292.86)
10-51100-321 MEETINGS AND SEMINA	0.00	0.00	1,000.00	1,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
	15,546.42	15,546.42	18,259.00	2,712.58
Municipal Justice				
10-51200-100 MUNICIPAL JUSTICE SAL	3,000.00	3,000.00	6,000.00	3,000.00
10-51200-120 MUNICIPAL COURT CLERK	5,350.00	5,350.00	10,000.00	4,650.00
10-51200-125 ASSISTANT CLERK	1,232.75	1,232.75	6,000.00	4,767.25
10-51200-126 TEMPORARY HELP	259.04	259.04	2,500.00	2,240.96
10-51200-130 SOCIAL SECURITY	733.12	733.12	1,874.00	1,140.88
10-51200-220 UTILITIES RENT & MAIN	238.75	238.75	4,600.00	4,361.25
10-51200-310 SUPPLIES AND EXPENSE	340.24	340.24	1,000.00	659.76
10-51200-322 EDUCATION AND TRAINING	1,433.28	1,433.28	1,000.00	(433.28)
10-51200-326 DUES AND SUBSCRIPTIONS	31.49	31.49	200.00	168.51
10-51200-327 COMPUTER EXPENSES	1,200.00	1,200.00	1,000.00	(200.00)
10-51200-810 NEW EQUIPMENT	0.00	0.00	500.00	500.00
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	13,818.67	13,818.67	34,674.00	20,855.33
Legal				
10-51300-210 LEGAL COUNSEL	2,021.00	2,021.00	12,000.00	9,979.00
10-51300-211 LEGAL COUNSEL-REIMB	0.00	0.00	3,000.00	3,000.00
10-51300-212 MUNICIPAL COURT	1,494.80	1,494.80	2,800.00	1,305.20
	<hr/>	<hr/>	<hr/>	<hr/>
	3,515.80	3,515.80	17,800.00	14,284.20
Clerk/Treasurer				
10-51420-100 CLERK/TREASURER SAL	37,500.00	37,500.00	90,000.00	52,500.00
10-51420-110 DEPUTY CLERK	0.00	0.00	16,500.00	16,500.00
10-51420-111 Part-time	367.50	367.50	0.00	(367.50)
10-51420-130 SOCIAL SECURITY	3,040.90	3,040.90	9,035.00	5,994.10
10-51420-131 HEALTH INSURANCE	2,250.00	2,250.00	5,400.00	3,150.00
10-51420-135 RETIREMENT BENEFIT	(2,606.25)	(2,606.25)	6,210.00	8,816.25
10-51420-137 FTE INSURANCES	34.75	34.75	1,500.00	1,465.25
10-51420-200 DATA PROCESSING	2,850.49	2,850.49	3,500.00	649.51
10-51420-233 OFFICE EQUIPMENT MAINT	1,375.02	1,375.02	2,200.00	824.98
10-51420-310 OFFICE SUPPLIES	3,661.83	3,661.83	3,720.00	58.17
10-51420-315 WEB SITE DEVELOPMENT	0.00	0.00	2,000.00	2,000.00
10-51420-320 PUBLICATION FEES	442.20	442.20	1,200.00	757.80
10-51420-325 TRAINING	20.00	20.00	1,000.00	980.00
10-51420-328 MILEAGE	1,349.81	1,349.81	0.00	(1,349.81)
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	50,286.25	50,286.25	142,265.00	91,978.75
Elections				
10-51440-100 POLL WORKERS	2,785.50	2,785.50	1,564.00	(1,221.50)
10-51440-130 SOCIAL SECURITY	49.58	49.58	0.00	(49.58)
10-51440-310 SUPPLIES AND EXPENSE	669.71	669.71	1,700.00	1,030.29
	<hr/>	<hr/>	<hr/>	<hr/>
	3,504.79	3,504.79	3,264.00	(240.79)
Accounting				
10-51510-211 AUDIT	0.00	0.00	16,500.00	16,500.00
10-51510-212 SPECIAL ACCOUNTING	16,850.71	16,850.71	8,500.00	(8,350.71)

Village of North Prairie
General Fund - Statement of Expenditures
For the Five Months Ending May 31, 2025
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<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
16,850.71	16,850.71	25,000.00	8,149.29

Village of North Prairie
General Fund - Statement of Expenditures
For the Five Months Ending May 31, 2025
Date Printed: June 10, 2025

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Assessor				
10-51530-100 CONTRACTED SERVICES	3,220.41	3,220.41	7,500.00	4,279.59
10-51530-105 MANUFACTURING ASSE	0.00	0.00	700.00	700.00
10-51530-115 BOARD OF REVIEW	50.00	50.00	125.00	75.00
10-51530-130 SOCIAL SECURITY	0.00	0.00	10.00	10.00
	<hr/>	<hr/>	<hr/>	<hr/>
	3,270.41	3,270.41	8,335.00	5,064.59
Village Hall				
10-51600-220 NATURAL GAS	1,614.20	1,614.20	2,000.00	385.80
10-51600-221 ELECTRICITY	1,935.83	1,935.83	6,000.00	4,064.17
10-51600-222 TELEPHONE	731.01	731.01	2,000.00	1,268.99
10-51600-223 WATER	71.00	71.00	350.00	279.00
10-51600-233 REPAIRS & MAINTENAN	5,327.07	5,327.07	8,500.00	3,172.93
10-51600-234 BLDGS. & GROUNDS MAI	658.64	658.64	0.00	(658.64)
10-51600-239 MISCELLANEOUS	123.30	123.30	0.00	(123.30)
10-51600-310 SUPPLIES AND EXPENSE	3,950.85	3,950.85	2,200.00	(1,750.85)
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	14,411.90	14,411.90	21,050.00	6,638.10
Insurance				
10-51930-510 INSURANCE	32,104.00	32,104.00	34,000.00	1,896.00
	<hr/>	<hr/>	<hr/>	<hr/>
	32,104.00	32,104.00	34,000.00	1,896.00
Other General Government				
10-51980-340 HARVEST FEST FIREWOR	0.00	0.00	5,000.00	5,000.00
10-51980-349 SUNDRY EXPENSES	0.00	0.00	2,000.00	2,000.00
10-51980-399 CONTINGENCY-COMPUT	125.00	125.00	0.00	(125.00)
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	125.00	125.00	7,000.00	6,875.00

Village of North Prairie
General Fund - Statement of Expenditures
For the Five Months Ending May 31, 2025
Date Printed: June 10, 2025

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Total General Government				
	153,433.95	153,433.95	311,647.00	158,213.05
<u>Public Safety</u>				
Police				
10-52100-100 SALARIES	45,289.24	45,289.24	143,251.00	97,961.76
10-52100-110 CLERICAL WAGES	16,085.75	16,085.75	42,120.00	26,034.25
10-52100-130 SOCIAL SECURITY	4,259.72	4,259.72	14,181.00	9,921.28
10-52100-222 TELEPHONE	1,521.07	1,521.07	3,050.00	1,528.93
10-52100-231 SQUAD REPAIRS AND M	68.29	68.29	1,500.00	1,431.71
10-52100-310 OFFICE SUPPLIES	853.69	853.69	1,620.00	766.31
10-52100-322 TRAINING	403.26	403.26	1,600.00	1,196.74
10-52100-323 CERTIFICATION	0.00	0.00	82.00	82.00
10-52100-324 PUBLIC RELATIONS	0.00	0.00	250.00	250.00
10-52100-325 RANGE QUALIFICATIONS	458.11	458.11	800.00	341.89
10-52100-326 DUES AND SUBSCRIPTIO	655.00	655.00	775.00	120.00
10-52100-340 SUPPLIES AND EXPENSE	691.25	691.25	4,302.00	3,610.75
10-52100-341 UNIFORMS	0.00	0.00	1,500.00	1,500.00
10-52100-342 RADIO	5,046.39	5,046.39	4,526.00	(520.39)
10-52100-343 GASOLINE	570.35	570.35	4,000.00	3,429.65
10-52100-349 MISCELLANEOUS	69.23	69.23	1,700.00	1,630.77
10-52100-810 NEW EQUIPMENT	3,112.47	3,112.47	2,841.00	(271.47)
	79,083.82	79,083.82	228,098.00	149,014.18
Fire and Rescue				
10-52200-130 SOCIAL SECURITY	22.49	22.49	0.00	(22.49)
10-52200-220 UTILITIES	5,279.64	5,279.64	0.00	(5,279.64)
10-52200-232 EQPT REPAIRS AND MAI	701.08	701.08	0.00	(701.08)
10-52200-234 BUILDING & GROUNDS	1,932.89	1,932.89	0.00	(1,932.89)
10-52200-299 Contracted Services	143,824.00	143,824.00	287,648.00	143,824.00
10-52200-322 TRAINING	440.20	440.20	0.00	(440.20)
	152,200.30	152,200.30	287,648.00	135,447.70
Inspection				
10-52400-120 INSPECTION FEES	10,260.05	10,260.05	26,810.00	16,549.95
	10,260.05	10,260.05	26,810.00	16,549.95
Total Public Safety				
	241,544.17	241,544.17	542,556.00	301,011.83
<u>Highway and Transportation</u>				
Operations and Maintenance				
10-53311-100 FULL-TIME	12,674.99	12,674.99	37,167.00	24,492.01
10-53311-110 PART-TIME	3,548.50	3,548.50	4,000.00	451.50
10-53311-130 SOCIAL SECURITY	2,694.73	2,694.73	3,517.00	822.27
10-53311-131 HEALTH INSURANCE	1,625.00	1,625.00	2,230.00	605.00
10-53311-135 RETIREMENT BENEFIT	718.95	718.95	2,583.00	1,864.05
10-53311-137 FTE INSURANCES	56.75	56.75	800.00	743.25
10-53311-343 FUEL	808.47	808.47	3,000.00	2,191.53
10-53311-344 VEHICLE MAINTENANCE	536.45	536.45	6,000.00	5,463.55
10-53311-349 SUPPLIES AND EXPENSE	1,456.21	1,456.21	4,000.00	2,543.79
10-53311-370 ROAD REPAIRS AND MAI	5,650.00	5,650.00	2,500.00	(3,150.00)
10-53311-371 ROAD SIGNS AND MARKI	509.40	509.40	600.00	90.60
10-53311-372 SNOW AND ICE CONTRO	7,838.28	7,838.28	19,160.00	11,321.72
10-53420-221 STREET LIGHTING	5,693.91	5,693.91	13,000.00	7,306.09

Village of North Prairie
General Fund - Statement of Expenditures
For the Five Months Ending May 31, 2025
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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
	43,811.64	43,811.64	98,557.00	54,745.36
	0.00	0.00	0.00	0.00
<u>Sanitation and Social Services</u>				
<u>Refuse Disposal</u>				
10-53620-290 REFUSE DISPOSAL	67,563.72	67,563.72	116,813.00	49,249.28
	67,563.72	67,563.72	116,813.00	49,249.28

Village of North Prairie
General Fund - Statement of Expenditures
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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Recycling				
10-53635-290 RECYCLING GRANT EXP	0.00	0.00	49,816.00	49,816.00
10-53635-291 RECYCLING - ADVERTISI	0.00	0.00	450.00	450.00
	<u>0.00</u>	<u>0.00</u>	<u>50,266.00</u>	<u>50,266.00</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	217.52	217.52	1,200.00	982.48
	<u>217.52</u>	<u>217.52</u>	<u>1,200.00</u>	<u>982.48</u>
Animal Control				
10-54100-290 ANIMAL IMPOUNDING F	1,022.09	1,022.09	578.00	(444.09)
	<u>1,022.09</u>	<u>1,022.09</u>	<u>578.00</u>	<u>(444.09)</u>
Civic Pride				
10-56700-290 CIVIC PRIDE	116.08	116.08	75.00	(41.08)
	<u>116.08</u>	<u>116.08</u>	<u>75.00</u>	<u>(41.08)</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>112,731.05</u>	<u>112,731.05</u>	<u>267,489.00</u>	<u>154,757.95</u>
<u>Parks and Recreation</u>				
Parks				
10-55200-100 FULL-TIME	13,758.41	13,758.41	37,167.00	23,408.59
10-55200-110 PART-TIME	3,886.00	3,886.00	16,000.00	12,114.00
10-55200-130 SOCIAL SECURITY	797.55	797.55	4,435.00	3,637.45
10-55200-131 HEALTH INSURANCE	1,625.00	1,625.00	2,230.00	605.00
10-55200-135 RETIREMENT BENEFIT	718.95	718.95	2,583.00	1,864.05
10-55200-220 UTILITIES	1,298.09	1,298.09	3,300.00	2,001.91
10-55200-232 EQUIPMENT MAINTENA	6,795.18	6,795.18	4,000.00	(2,795.18)
10-55200-234 BLDG AND GROUNDS M	5,442.49	5,442.49	26,986.00	21,543.51
10-55200-340 SUPPLIES AND EXPENSE	1,619.51	1,619.51	2,730.00	1,110.49
10-55200-343 GASOLINE	59.97	59.97	2,000.00	1,940.03
	<u>36,001.15</u>	<u>36,001.15</u>	<u>101,431.00</u>	<u>65,429.85</u>
Recreation				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Parks & Recreation	<u>36,001.15</u>	<u>36,001.15</u>	<u>101,431.00</u>	<u>65,429.85</u>
Conservation and Development				
10-56300-100 SALARIES	975.00	975.00	1,000.00	25.00
10-56300-130 SOCIAL SECURITY	0.00	0.00	77.00	77.00
10-56900-213 ENGINEERING FEES	515.00	515.00	2,000.00	1,485.00

Village of North Prairie
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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
10-56900-214 ENGINEERING FEES-REI	0.00	0.00	3,000.00	3,000.00
10-56900-215 NR 216 COMPLIANCE	3,895.50	3,895.50	6,000.00	2,104.50
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
	<u>5,385.50</u>	<u>5,385.50</u>	<u>13,077.00</u>	<u>7,691.50</u>
 Unclassified				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 <u>Capital Outlays</u>				
10-53311-820 CAPITAL OUTLAY-HIGH	196,094.05	196,094.05	245,438.00	49,343.95
	<u>196,094.05</u>	<u>196,094.05</u>	<u>245,438.00</u>	<u>49,343.95</u>
 Total Expenses	 <u><u>745,189.87</u></u>	 <u><u>745,189.87</u></u>	 <u><u>1,481,638.00</u></u>	 <u><u>736,448.13</u></u>

Public Works Supervisor Village of North Prairie, WI

The Village of North Prairie, Wisconsin (population 2,199) located in Waukesha County is seeking a full-time, highly qualified and motivated individual to fill the position of **Public Works Supervisor**. This vital leadership role is responsible for overseeing and managing all aspects of the village's public works department ensuring the delivery of high-quality infrastructure services that support the growth and well-being of our community; and reports to the Village Administrator/Clerk/Treasurer.

Position Overview: As the Public Works Supervisor, you will be responsible for the planning, development, maintenance, and management of the village's streets and roadways; parks and other municipal property; the village owned buildings and structures; operation and maintenance of village equipment and vehicles; and other public works related activities as needed. This position is a "working" supervisor that requires a blend of leadership, mechanical, and technical knowledge and skills, and the ability to collaborate with other village departments, contractors, and the community to deliver essential services. We are a rural community that has wells and septic systems. The Prairie Village Water Trust operates the water supply to some residents.

The first initial application deadline is Friday, June 30, 2025. The position will remain open until filled.

The Village of North Prairie, WI seeks a Full-Time Public Works Supervisor

The Village of North Prairie, Wisconsin (population 2,199) located in Waukesha County is seeking a full-time, highly qualified and motivated individual to fill the position of **Public Works Supervisor**. This vital leadership role is responsible for overseeing and managing the village's public works department ensuring the delivery of high-quality infrastructure services that support the growth and well-being of our community; and reports to the Village Administrator/Clerk/Treasurer.

Position Overview:

As the Public Works Supervisor, you will be responsible for overseeing the planning, development, maintenance, and management of the village's streets and roadways; parks and other municipal property; the village owned buildings and structures; operation and maintenance of village equipment and vehicles; and other public works related activities as needed. This position is a "working" supervisor that requires a blend of leadership, mechanical, and technical knowledge and skills, and the ability to collaborate with other village departments, contractors, and the community to deliver essential services. We are a rural community that has wells and septic systems. The Prairie Village Water Trust operates the water supply to some residents.

Working Conditions:

The job entails regular exposure to cold, heat, dust, fumes, precipitation and noise; frequent lifting of heavy loads; frequent bending, kneeling, stooping and standing; occasional evening and/or weekend work is required; requires 24-hour on-call status for emergency situations; long hours operating heavy equipment; ability to be on call 24/7 between Nov. 1st through April 30th for snow plowing.

Supervision:

This position is primarily self-supervised on a day-to-day basis. The position will have direct reporting responsibility to the Administrator/Clerk/Treasurer. This position supervises the part-time employees of the highway and parks departments. This person has frequent interaction/communication with the Administrator/Clerk/Treasurer and the Public Works Committee.

Requirements:

- Valid State of Wisconsin Class B CDL License
- FED Med card, (preferred, but negotiable)
- Mechanical, welding, torching, and fabricating aptitude
- Ability to work with limited supervision
- Dependability
- Self-Starter
- Favorable background check as a condition of employment
- Subject to random drug tests

Key Responsibilities:

- Maintain all village streets, roadways, parking lots, and village sidewalks. Includes snow plowing, sanding, and salting, patching, crack sealing, sweeping and other maintenance as required.
- Maintain all village drainage ditches, and right of ways including cleaning out of drainage culverts, grading, and seeing of ditches, and other maintenance as required.
- Performs routine inspection and preventative maintenance on all public works equipment and vehicles. Maintenance will be limited by the availability of repair equipment and mechanical expertise.
- Refers defects and needed repairs to Chairperson of the Public Works Committee (budgeted or unbudgeted).
- Installs and maintains all street and road signs including street name signs, traffic control signs, warning and informational signs, other signs as needed.
- Placement and removal of village Christmas decorations, flags, and other approved decorations on village streets and property.
- Maintain all village parks and other public areas including grass cutting, weed control, tree trimming, trash removal, other maintenance as required.
- Maintain all village recreation facilities including soccer fields, baseball fields, tennis/basketball courts, playground areas and equipment, and other recreation areas as needed.
- Prepare all village recreational facilities for use as season require including placement and removal of picnic tables, opening and closing of park access.
- Maintains village owned buildings, properties, and structures including snow removal, ice control, general maintenance and repair, organization of storage areas, other duties as needed.
- Custodial and janitorial duties at Village Hall, and other village facilities as directed.
- Maintain logs of equipment, repairs, purchase, hours worked on specific tasks, etc. to aid in development of the public works budget.

- Attend training classes as directed by the Chairperson of the Public Works Committee.
- Acquire state and/or federal certifications as directed by the Chairperson of the Public Works Committee.
- Operation of all vehicles, equipment and tools required to perform the duties of this position
- Work a varied time schedule as required by assignment, duties, and/or season.
- Perform all duties in conformance to appropriate safety and security standards.
- Supervising part-time department staff, including recruitment, training, and performance management.
- Responsible for overseeing and collaborating on the development of budgets and efficiency strategies, ensuring the ability to purchase and procure resources for all public works projects.
- As the Public Works Supervisor, you will be responsible for overseeing the planning, development, maintenance, and management of the village streets and roadways, as well as engaging in regular hands-on work to ensure efficient operations and quality service.
- Ensuring compliance with village codes, regulations, and safety standards.
- Coordinating long-term planning for the village public works projects.
- Responding to community inquiries and concerns regarding public works issues.

**The first initial application deadline is Monday, June 30, 2025. The position will remain open until it is filled.*

VILLAGE OF NORTH PRAIRIE EMPLOYMENT PRACTICES:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Village of North Prairie will be based on experience, skills, ability, qualifications and training. North Prairie does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other characteristic protected by law.

The Village of North Prairie complies with the provisions of the Americans with Disabilities Act (ADA). The Village of North Prairie will not discriminate against any qualified employee or job applicant with respect to terms, privileges, or conditions of employment because of a person's physical or mental disability or a person's diseases such as AIDS or AIDS related virus, Sickle-Cell Trait, cancer, heart disease or other life-threatening illnesses or diseases. We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Village of North Prairie.

Before an offer of employment is tendered, a reference check will be completed to verify claims of educational attainment, previous employment and other information provided by the applicant. Final candidates will also be required to have a background investigation by the North Prairie Police Department and/or another law enforcement agency. Temporary employees must be approved by the Village Administrator prior to any offers of employment. Permanent employees must be approved by the Village of North Prairie Board of Trustees prior to any offer of employment. Newly hired employees must fill out all the required employment paperwork in the Administrator/Clerk/Treasurer's office prior to commencing work with the Village of North Prairie.

The Village of North Prairie strives to be a drug and controlled substance free workplace. Therefore, an applicant may be required to undergo a controlled substance screening at an occupational health facility as a condition of employment. A positive drug screening test will result in disqualification from further consideration for employment.

ASSESSMENT SERVICES SUMMARY

Prepared for:

Village of North Prairie
Nancy Zastrow
Clerk/Treasurer



Fee Schedule

The figures below are based on a new 5 years of professional assessment services. Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance. Prices quoted below are only valid for 60 days after 2/11/2025.

*Assessment Services	2025 Assessment Year	2026 Assessment Year	2027 Assessment Year	2028 Assessment Year	2030 Assessment Year	2030 Assessment Year
MAINTENANCE	\$7,100	\$12,000	\$12,500	\$13,000	\$13,500	\$14,000
MAINT. PLUS (1) IMU in 2026	N/A	\$17,000 for each assessment year (Option to spread out an IMU cost)				
	OPTIONAL ADD-ON REVALUATION ASSESSMENT SERVICES					
FULL INSPECTION REVALUATION	+\$50,000 (for each revaluation assessment year)					
EXTERIOR ONLY REVALUATION	+\$40,500 (for each revaluation assessment year)					
INTERIOR PRC QUESTIONNAIRE	+\$3,150 (optional for each revaluation assessment year)					
INTERIM MARKET UPDATE	+\$20,000 (for each revaluation assessment year)					

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2026, 2027, 2028, 2029 and 2030 assessment year(s). The maintenance contract will continue to be all-inclusive without separate charges for postage and mailing services.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during a revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the municipality until completion of the revaluation and final adjournment of the Board of Review.

- The 2024 assessment year was the 2nd year out of compliance in accordance with sec. 70.05(5), Wis. Stats. The municipality will be required to conduct a revaluation prior to or during the 2027 assessment year at the latest to avoid a state ordered reassessment for the 2028 assessment year which will cost 2-3 times the amounts provided above due to Wisconsin Department of Revenue oversight etc.
- Municipality will be responsible for all postage and mailing services costs during a revaluation year and are estimated to cost \$1,000 - \$2,000 +/- depending on the revaluation type chosen and how many introduction letters, record questionnaires, agricultural land use forms, assessment notices and other general correspondence letters are mailed.
- For budgeting purposes if the municipality were to conduct one of the revaluation options for the 2026 assessment year the estimated total cost would be as follows:

Maintenance	IMU Revaluation	Mailings	Total
\$12,000	+\$20,000	+\$1,000 +/-	= \$33,000 +/-
Maintenance	Exterior Revaluation	Mailings	Total
\$12,000	+\$40,500	+\$2,000 +/-	= \$54,500 +/-
Maintenance	Full Revaluation	Mailings	Total
\$12,000	+\$50,000	+\$2,000 +/-	= \$64,000 +/-

- Options to spread a revaluation cost over multiple years are available upon request and the amount(s) would be based on the revaluation type and assessment year chosen.

As identified on the annual assessor requirements chart (see attached) from the Wisconsin Department of Revenue (WIDOR), municipalities/assessors have a few guidelines or recommendations for annual assessment cycles.

Annual Review/Maintenance Option:

This type of assessment service is the minimum requirement for all municipalities. The annual review/maintenance cycle consists of copying the assessment roll from the previous year and updating assessment values taking into consideration the current level of assessment when changes are warranted. Examples of changes include new construction, combining or splitting of parcels, annexations, remodeling, demolition/razing, zoning changes, changes in tax classification, and any other occurrence that might affect market value or the physical attributes of the parcel. These changes may, or may not, result in a change in value; nonetheless each of these requires the Property Record Card (PRC) to be updated.

Full Inspection and Exterior Only Revaluation Options:

These types of assessment cycles are recommended when Property Record Card information is outdated or inaccurate, assessment uniformity and equity is poor, a full inspection or exterior only revaluation has not been conducted in 10 years and or a reassessment is required per Wis. Stats. 70.75. The last onsite revaluation for the municipality occurred during the 2012 assessment year.

Positives

- Typically, a lesser cost for annual maintenance between revaluation years.
- Municipality can budget additional funds yearly towards a full or exterior revaluation.
- The real estate market dictates when to complete a revaluation.
- Each parcel is visited during the same assessment cycle/year thus ensuring equitable record collection and verification of the property record card.
- The municipality could pick up additional new construction or building improvements done without a permit which would increase the net new construction values and have a potential impact to your levy limit.
- Corrects inequities amongst individual property assessments and between classes of properties i.e.: residential, commercial, sum of 5, 6 & 7 etc.
- Brings all major classes of property within 10 percent of full value in the same assessment year as required under state law, sec 70.05(5), Wis. Stats.

Negatives

- The municipality will experience a spike in cost due to services for revaluation work if every parcel were needed to be visited during one calendar year.
- Additional time spent on Open Book, Board of Review or other appeals due to larger swings in assessment value changes since the last revaluation.
- Slower reaction to market corrections/changes than more annual market updates through a full value maintenance program or interim market updates.
- Reactive approach rather than a proactive approach to real estate market changes.

Associated Appraisal has many municipalities that plan and budget for a full inspection or exterior only revaluation on different cycles (every 2, 4, 6, 10 years etc.) regardless of market conditions. Planned revaluation schedules allow them to stay in compliance with both WIDOR recommendations and Wis. Stats. 70.05(05). They see a great benefit of visiting each property during one calendar year or on a cyclical basis (some cases 20% or 25% visited per year) thus having all assessment parcel reviewed onsite regularly. Capturing PRC changes that may affect assessments is worth the additional scope of work and relating cost. In addition, by visiting each property during the same year they ensure that the records and values are looked at equitably and updated under the same market conditions.

Interim Market Update Revaluation:

This option works best when the property record card information is deemed reliable and a full inspection or exterior only revaluation has been completed within the last five (5) years and the overall assessment level shows an unacceptable degree of variance in some neighborhoods, property types or classes. This would be an option for the municipality if an onsite inspection revaluation had taken place within the past 5 to 10 years otherwise property record card information and building pictures would be outdated. AAC conducted an IMU revaluation during the 2021 assessment year.

Positives

- **Cost.** This method is much less costly for the municipality than the full inspection or exterior only revaluation options as there would not be as many field inspections except in cases such as a parcel sale, building permit or a property owner requested a review which is common practice during a typical annual maintenance assessment year.
- The computer aided mass appraisal (CAMA) model would be reviewed and adjustments/calibrations would be made to all taxable parcels when deemed necessary to ensure all tax payers are assessed fairly and equitably.
- Corrects inequities between individual property assessments and between classes of properties i.e.: Residential, Commercial, Sum of 5,5m, 6 & G7 etc.
- Brings all major classes of property within 10 percent of full market value in the same year as required under state law (sec 70.05(5), Wis. Stats.)

Negatives

- This may delay onsite inspections of every parcel more frequently, which would create less reliable assessment property record data and or assessment values.
- It only works if the data being used for assessments is accurate and up to date.
- There would not be field inspections on every parcel, so changes made without a permit would not be captured.
- May lead to higher attendance at Open Book and or assessment value changes at Open Book due to corrections/updates to property records that were unknown due to lack of recent onsite inspections.

ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated or inaccurate, or assessment uniformity is poor or full revaluation has been done in 10 years or assessment uniformity is poor or reassessment is required per statute 70.75	Most PRC information can be verified by exterior inspection and full revaluation completed within past 6-9 years	PRC is deemed reliable and full revaluation completed within past 5 years and assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable and revaluation was completed within past 5 years and assessment level during previous assessment year is within acceptable parameters
Real Property affected	All Property	All Property	Changes identified in column D PLUS Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning As necessary
Land Study	On-site Inspection	On-site Inspection	As necessary	Buildings w/changes
Inspect Exterior	All Buildings	All Buildings If no changes, may use digital imaging technology to supplement field re-inspections with a computer-assisted office review.	Buildings w/changes	Buildings w/changes
Inspect Interior	All Buildings	Buildings w/changes	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required: Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes (Ch 7 and 9)	Required	Required	Required	Required
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment
Mail Notice of Change in Asmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Personal property assessment	Required	Required	Required	Required
Add omitted property to roll (70.44)	Required	Required	Required	Required
Correct errors in roll (70.43)	Required	Required	Required	Required
Hold open book / attend BOR (minimum 7 days between open book and BOR (70.47))	Required	Required	Required	Required

A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type

**Full Value Law
Wisconsin Statute §70.05
Village of North Prairie, Waukesha County**

Assessment Year

Action

2021, 2024,
2025, **2026**
(4 Years out of compliance)

(1st) **Non-
Compliance**
Notice to
Municipality

Wisconsin Department
of Revenue will monitor the
level of assessment for the
municipality during the next
assessment year.

2027
(5 Years out of Compliance)

(2nd) **FINAL**
Notice to
Municipality

Wisconsin Department
of Revenue will order a state
supervised revaluation for the
next assessment year if still
out of compliance.

2028
(6 Years out of Compliance)

A revaluation is
Ordered
by the Wisconsin
Department of
Revenue

Wisconsin Department of Revenue
orders a complete revaluation if
the municipality is still out of
compliance. It will become a stated
mandated reassessment the
following year without action
during the 2028 assessment year.

2029
(State Ordered Reassessment)

A revaluation
MUST be
completed
and Supervised by
the Wisconsin
Department of
Revenue

A complete reassessment will be
conducted and supervised by the
Wisconsin Department of Revenue
(all costs will be billed to the
municipality).