

**MEETING NOTICE AND AGENDA
VILLAGE OF NORTH PRAIRIE
Buildings & Grounds Committee-Amended**

June 18, 2025

4:00 P.M.

Village Hall, 130 N. Harrison St.-Conference Room

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

Call to Order

Roll Call

Approval of Minutes of May 21, 2025 meeting

1. Discuss / Action as required: Reporting to the government entities (MS4/NR216/Road ratings or similar) responsibilities and the possibility of having training for new DPW Head done by engineering firm.
2. Discuss / Action as required: Update by Friends of the North Prairie Native Gardens regarding tree purchase, bridge at PV Park and thistle removal.
3. Discuss / Action as required: Review budget expenditures, year to date as well as prepare for upcoming 2026 budget cycle.
4. Discuss / Action as required: Review how names get added to the Honor Roll of Military Service at Veteran's Park.
5. Discuss / Action as required: Request by Pete Castillo to add Hunter Castillo to Honor Roll of Military Service at Veteran's Park.
6. Discuss / Action as required: Discuss request by Nick Svec to see if any community service is available within the Village.
7. Adjourn

June 13, 2025

Donna Samuels, Chair
Cheri Lampe Member
Andy Harmann, Member

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact the Village Office at 262-392-2271.

Public Works, Buildings & Grounds Committee Meeting
Minutes from May 21, 2025
Village Hall, 130 N. Harrison
North Prairie, WI. 53153

Call to Order: 4:03 pm

Roll Call: Trustees Cheri Lampe, Dave Shroeder, Donna Samuels; Dave Molitor-DPW, Evelyn Etten, Admin/Clerk, Debbie Carasco-Zanini, Matt DeMarais.

Minutes were provided from April 16, 2025, meeting. Dave S. made a motion to accept as presented. Cheri seconded. **Motion carried.**

1. Recycling event was cancelled due to threat of severe weather so dates to reschedule were discussed. Motion was made by Donna, seconded by Dave S. for Cheri to reach out to COM2 and come up with a date while working with Evie to be sure to not create issues with Hall schedule, in place, and then move forward to schedule new time. No further discussion. **Motion Carried.**
2. A letter, with pictures of items of issue was received from the Office of the Commissioner of Railroads (OCR) for brush and tree removal within an area deemed by them. They required the Village to bring to the property owners' attention, via a letter so it meets their sightline requirements. A letter was developed and reviewed by committee members, with pictures provided by OCR, to send to property owners. Donna made the motion to accept the letter as presented. Letter and pictures are to be sent to both property owners at 115 and 118 N Fairview Ave. via certified mail as notice. Dave S. seconded the motion. No further discussion. **Motion carried.**
3. Donna provided an update on Ferris/Pine Road project. Most work is completed up to the final lift being put down and shouldering. This is projected to be done the Tuesday after Memorial Day based on weather. Costs were updated to the committee where we are well within the budget even after hire of engineer to oversee the project from Ruekert & Mielke. **No action taken.**
4. Discussion regarding mowing of State of WI property located on the southeast corner of State Rd and Main St. across from Bill's. This has been done in the past and we received a request for pricing from the State so they could issue a PO for 13 cuts and clean-up of the property annually. It was recommended to charge \$60 per cut and \$200 for cleanup. Donna made a motion to send a quote to Scott Dellenback-WI DOT for 13 cuts \$60/each and \$200 for one-time annual clean up. Dave S. seconded the motion. No further discussion. **Motion carried.**
5. We received a quote from Midwest Painting Pros for painting the aluminum light post standards at Broadlands Park. New lights were installed last year, that are black, and the standards are green with a great deal of paint chipping. The quote for 4 posts is \$1580.00 complete. We discussed where we are with the budget and items of concern that need to be addressed. It was decided to hold off on this project until we got later in the year to see if funds may be available to use. If so, we would address it at a later time. If not, we would move to the budget next year for completion. **No action taken.**

6. Friends of North Prairie Native Gardens wish to use the Community Room for Spring Plant Sale if possible. They have been holding their sale in Eagle but would like to have it in the community in which they are named. Discussion was held as to how they would have the sale, equipment required and timeline. This would be the 2nd weekend in May with a couple days at the front end for delivery of product and set up. Concern as to whether it would interfere with Lions Club Pancake Breakfast. Deb C-Z indicated they would adjust their schedule to work around this if required, whether it be adjusting their set-up or take down schedule. They are willing to work with the Village to not generate issues. They offered to pay the Village \$250 for use of facility. Cheri indicated she felt there would be no need for payment to use with all the things they do within the Village Parks. Committee members agreed with that. Donna made motion to allow North Prairie Native Gardens to use Village Hall Community Room May 4-9, 2026, for their annual Plant Sale provided it did not interfere with Lions Club event. Cheri seconded the motion. **Motion Carried.**
7. Deb C-Z updated the committee on various things they are working on. The first was the tree donation, 2 from their organization and 2 from a private citizen. They are looking at 2 Burr Oaks at PV Park, 1 Hackberry and 1 White Oak at Veteran's Park. Concern of location of the 2 trees in PV as well as the Hackberry due to its messy nature. Deb is going back to Friends of North Prairie Native Garden and re-evaluate trees and locations and bring back to committee. They have also contacted a Scout Troop leader who has an Eagle Scout candidate interested in the bridge project. The scout would take the lead on the project and design, provide a material list and build. She will provide additional updates as available.
8. Matt DeMarais, NPAA, brought forward, plans and location of where the organization would like to build a permanent storage building at Broadlands Park to house equipment for soccer, baseball/softball. It would be located on the east side of the upper parking lot near the large tree/volleyball court. It is 10' x 15' and has a similar look as the pavilions built last year. It will sit on a concrete slab. There will be no cost to the Village. Donna spoke to Scott, Building Inspector, who did not seem to see any issues and stated he would forgo the permit fee. Dave S asked if this should go to the Plan Commission. Upon completion the old shed on a trailer will be removed. Donna made a motion to tentatively approve the shed in the location requested in the upper area of Broadlands Park subject to the approval of the Plan Commission. Dave S. seconded the motion. No further discussion. **Motion carried.**
9. Dave M. provided month-to-date timesheets for part-time employees. Donna asked where his time sheet was as he was to fill out the same. He indicated that was not what he was to do. Donna indicated he was and reminded him of his concern that he would be filling out a form for Evie and then having to fill out a different form for the committee for review to help with 2026 budgeting. Cheri recalled the discussion about the 2 added columns and Dave S. was under the understanding that all employees within the department were to complete the timesheet form. Evie's form had all the items we were looking for except 2 columns which she added to allow only one form to be completed by Dave. The conversation took a negative turn as Dave M. brought forward how some things related to ATV signage were his responsibility and how other items are brought to his attention by Donna. He firmly indicated he has been doing this job for 20 years and knows what his responsibilities are and doesn't need to be reminded or told. Moving forward, Dave is to complete the same time sheet part-time employees fill out. **No further discussion or action taken.**

10. Evie had a description she brought forward for DPW position that will be vacated with Dave M. retirement in September. It was reviewed by the committee. Dave M. discussed having specific CDL requirements needed, and he thought it prudent to include random drug testing as well. Other than that, most felt it was appropriate for the position. Donna made a motion to recommend the job description to Policy and Personnel and to come up with a timeline for hiring. Dave S. seconded. No further discussion. **Motion carried.**

11. Donna made motion to adjourn at 6:03, seconded by Dave S. **Motion carried.**

Respectfully submitted,
Donna Samuels
Public Works, Buildings & Grounds Chair