

**Public Works Committee
Minutes from June 18, 2025
Village Hall, 130 N. Harrison
North Prairie, WI. 53153**

Call to Order: 4:00 pm

Roll Call: Trustees Cheri Lampe, Andy Harmann, Donna Samuels. Also in attendance: Dave Molitor-DPW, Dave Schroeder, Carol Schroeder, Debbie Carasco-Zanini

Minutes were provided from April May 21, 2025, meeting. Donna made a motion to accept as presented, Andy Harmann seconded. **Motion carried.**

1. Discussed how we wish to handle MS4, NR216 and other reporting requirements to various state agencies as well as training the new hire to take Dave M. position. Determined it would be best for the new hire to be trained on much of this by the engineering firm who trained Dave to be sure fully aware of anything new or different from what Dave understands at this time. Dave is to complete all items for filing prior to leaving as it is then not so problematic or concerning with timelines for new hire. There is county online training as well that is helpful. MS4 is typically completed in Aug-Oct. Dave will work on completing in June which will handle everything except salt reporting. We can get credits for infiltration, classes, display from Waukesha County at Harvest Fest, pictures, maintenance etc. Our MS4 permit is good for 5 years which is being worked on at this time for renewal. Donna made the motion to accept Dave handling all reporting prior to new hire and working with the engineer, Waukesha County on new hire training. Andy seconded. No further discussion. **Motion carried.**
2. Debbie Zanini provided an update on trees. Provided location of trees which had some concern specific to one tree in Prairie Village Park that they wished to place at the northeast corner where DPW trucks travel to get to playground area, etc. to work. Debbie is to meet with Dave at the park to discuss location, tree size, etc. as there was some concern as to how big the tree may get in the future and create issues. **No action taken.**
3. Review budget and expenditures to date. Asked about various line items and details of expenditures where we have spent nearly all the funds or are over budget. Specific line items are 10-53311-370 Road Repairs and Maint., Parks 10-55200-232 Equipment Maint. Village Hall 10-51600-233 Village Hall Repairs and Maint. Now we have had tractor repairs that cost over \$4000 but would like clarification on any other items. Dave to check in and get back with Donna. Also, directed Dave to start pulling things together for the 2026 budget so we can review and have available to Finance within the next month or two. **No action taken.**
4. Need to determine how names are added to the Honor Wall for veterans. It was discussed that person can be added if they enlisted while a resident of North Prairie, was a resident of the Village but in reserves or not active duty but called up to active duty. Discussed that they should only be added if they have been in combat as that is how you can be a member of VFW Posts. Also, discussed to allow anyone to be listed if they are or have been a member of the armed services and lived in the community. It was felt this was the policy put in place quite a few years ago. After discussion Donna made a motion to confirm that a resident who enlisted or not active/reserve who is called up to active duty would be the best qualifier. Cheri seconded. **Motion carried.**

5. Did not take any action as Hunter Castillo enlisted while a resident of Wales, Wi. and he is still actively serving at Quantico after re-enlisting 2 times. Donna will reach out to his father with this information. **No action.**
6. Received a phone call wanting to know if the Village had any work that could be done for community service by Nick Svec. Dave M. reached out to Donna asking if any concern. Donna requested Clerk/Dep. Clerk reach out to our insurance company to see if there are any issues with the Village allowing someone to do shrub/tree trimming, using a village vehicle, etc. Our insurance agent indicated that the person should not be allowed to use village equipment or vehicles whatsoever. Donna called and provided this information via voicemail and stated if Nick was still looking for some type of service work to reach back out and we would see if there would be items to be done that would fit restrictions. Had not heard back after leaving voicemail.....just wanted the committee to be informed in the event they heard anything or were questioned about it. **No action taken.**
7. Motion to adjourn at 5:45 by Cheri. Donna seconded the motion. **Motion carried.**

Respectfully submitted,
Donna Samuels
Public Works Committee Chair