VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING- Minutes
August 14, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **Call to Order** – The meeting was called to order at 6:35pm
2. **Roll Call** – Present: Trustee Samuels, Trustee Schroeder, Trustee Hall, Trustee Harman, Trustee Lampe, and Village President Miresse. Absent excused: Trustee McCormack
3. Pledge of Allegiance
4. **Confirmation of Proper Notice of Meeting –** Administrator Etten confirmed proper notice of the meeting.
5. **Approval of Village Board Minutes:** July 10, 2025, Public Hearing and Village Board meeting. Motion made by Trustee Hall, second by Trustee Harmann, no further discussion, **motion carried, 6/0.**

   Public Comments: President Miresse stated that the public comment section was omitted by mistake from the agenda, but we will allow for it. No action will be taken. President Miresse motioned to open for public comments, second by Trustee Schroeder, no further discussion, **motion carried, 6/0.**

   Debbie Carasco-Zanini provided a report on the North Prairie Native Gardens. She stated there has been an uptick in bumble bees and other endangered species.

   Karen Miresse stated her concern regarding the last-minute notice of the long-term contract between the Village of North Prairie and Harvest Fest & the effect it will have on Harvest Fest with Harvest Fest a few weeks away.

   Trustee Hall motioned to closed public comment, second by Trustee Samuels, no further discussion, **motion carried, 6/0**.

6. Reports: Building Inspector, Fire, Police and Public Works Department – Chief Nottling was here to update the board regarding the fire department.
   - Staffing nights and weekends are still an issue.
   - They are exploring a temporary agreement with neighboring fire departments due to this issue. We are not the only department to be facing this issue. It is a state-wide issue
   - Officer development – ongoing staff evaluations
   - Effective 8/14/25, the KMFD will not longer respond to downed trees
   - They received a WE Energies Grant
   - Radio replacements/upgrades are still an ongoing issue
   - Trustee Schroeder questioned the status of the radios and grant.
   - Chief Nottling responded that we are still waiting to hear regarding the grant. Waukesha County is tied to Motorola radios, appx. cost is $800K and the implementation is supposed to be around January 2028.
   - Trustee Schroeder said, we will need to budget for 35-40 radios in 2027 if we don't get the grant.
   - Trustee Hall asked Chief Nottling if we have a Strategic Plan.
   - Chief Nottling said his priority is securing staffing first. Without staff, a plan won't matter much.

- Trustee Hall stated, you talked to Village of Eagle and Town of Eagle regarding this downed tree issue, but not the Village of North Prairie? Why are we being notified today, on the effective date?
- Chief Nottling said the Strategic Plan was given to all members of the KMFB at the last meeting. I can tell you I am asking for 100% increase in the budget, but that will likely be reduced to 7% and realistically, the budget will remain the same, status quo.
- Chief Nottling - We staff from 6 am – 6 pm, 7 days per week. After 6 pm, we have to rely on Paid on Call firefighters. Burnout is real.
- We met with the Town of Mukwonago to establish a temporary agreement for EMS services. The next step would be a short-term agreement, and the final step would be a long-term agreement.
- We are currently checking with Jefferson & Palmyra
- Trustee Samuels stated the Police Departments are only a portion of the issues that everyone is facing!
- Chief Nottling is looking at presenting a referendum or fire fee base that would reduce the burden off the levy.
- Chief Nottling said that all three municipalities (Village of Eagle, Town of Eagle, and Village of North Prairie) would have to unanimously agree for either option to pass or else it fails. He is looking for direction from the KMFB.
- Trustee Hall stated that you full-time person quit, but are you interviewing for this position?
- Chief Nottling, no, we are covering the day shift.
- Trustee Hall, when will we see your fire department budget for 2026?
- Chief Nottling, we plan to have it to the KMFB by 8/28/25 and to the municipalities by 9/1/25.
- Chief Nottling closed by saying the days of the volunteer fire departments have gone away due to POC burnout. The question becomes, what is an acceptable response time? If you want 5 min. response times, then we need full-time staff. If 25 mins. is an acceptable response time, then we keep doing what we are doing. I think this is something that really needs to be decided before we can move forward.

7. Discussion and/or Action: Status update from Mr. Steve Styza regarding The Glen at the Broadlands. Mr. Styza was not present. President Miresse stated that we are trying to get the developers, attorneys and the village together for an in-person meeting to finalize documents, but it doesn't sound that timing is working out. Trustee Hall stated that the plan is to get these documents finalized so they can begin the roads and infrastructure this fall, water to be completed by next spring. **No action taken.**

8. VILLAGE PRESIDENT

a) Discussion and/or Action: Review Ordinance 02-2025 – Repeal and re-create Chapter 6 of the Municipal Code regarding Alcohol Licensing – Trustee Hall thanked the board for allowing her the extra time to review this ordinance since being re-appointed to the board. Trustee Hall motioned to approve the repeal and re-creation Chapter 6 of the Municipal Code regarding Alcohol Licensing as presented in ordinance 02-2025. Trustee Schroeder stated if I remember correctly Debbie, we made a motion to table this item at the last board meeting, so we would need to make a motion to bring it back. Administrator Etten confirmed. There was a motion and no second. President Miresse asked if there was a second to approve the ordinance 02-2025, given no second, the **motion failed 6/0.**

Trustee Samuels motioned to bring discussion and/or action regarding Ordinance 02-2025 back to the table, second by Trustee Hall, **motion carried, 6/0**.

Trustee Hall motioned to approve the repeal and re-creation of Chapter 6 of the Municipal Code regarding Alcohol Licensing as presented in Ordinance 02-2025, second by Trustee Schroeder. **Motion carried, 6/0**.

Trustee Samuels asked about Chapter 6-6, I, 1 regarding caging alcohol after 9 p.m. as this would impact Bill's Market since it is all displayed and accessible throughout the store. The board directed Administrator Etten to write a letter to explain the change to the liquor ordinance and how it affects Bill's Market. Explain that between the hours of 9 p.m. – 6:00 a.m. - all alcohol needs to be caged off to the public. The letter should state that we will give them 60 days to comply. President Miresse will deliver the letter & provide further explanation.

b) Discussion and/or Action: Temporary Class "B" Intoxicating Liquor License for North Prairie Lion's Club Harvest Fest Event during 3-day event (September 12-14, 2025), in the Village of North Prairie:
   - Sherrie Erbs, S73 W33100 Sandie Ln., North Prairie, WI 53153, agent for the North Prairie Lions Club.

   - President Miresse recused himself from this vote, since he is a member of the Lion's Club. Trustee Hall motioned to approve the temporary class "B" intoxicating liquor license for North Prairie Lion's Club Harvest Fest Event during 3-day event (September 12-14, 2025), in the Village of North Prairie for Sherrie Erbs, S73 W33100 Sandie Ln., North Prairie, WI, second by Trustee Harmann. No further discussion, **motion carried 6/0**.

9. VILLAGE ADMINISTRATOR/CLERK/TREASURER

a. Report to the Board
b. Financial Reports July – 2025

10. PUBLIC SAFETY COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items:
b. Discussion and/or Action: Regarding the results and feedback received from the public safety informational meetings.
   - Trustee Schroeder provided a recap of the Public Safety Informational meeting.
   - 85 residents attended over the three sessions
   - There were a lot of great questions, we learned a lot, and we informed a lot.
   - The genuine consensus of the residents was to see more dedicated patrol in the community. Whether that is by leaving our police department as is, restructuring our police department or by contracting services with a neighboring department or the Sheriff's Dept.
   - The Public Safety Committee met with the Chief and asked if the Police Chief and the Asst. Chief were willing to patrol, the response was, "No".
   - The Chief agreed with the committee's views.
   - The Public Safety Committee will discuss the directives of the current police department at its next meeting.

11. PUBLIC WORKS COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
   - Trustee Samuels discussed the failure of the 47-year-old culvert at the Fire Department that had to be extracted and replaced.
   - The ball diamonds and parks have been neglected for years. She met with Matt D. for his opinions on the ball diamonds since he uses them for NPAA.
   - Matt said the large diamond is the least used but needs the most work. He feels if it is fixed properly and functional, we might attract more revenue opportunities.

b. Discussion/Action: Regarding quote received to renovate Veteran's Park ball diamond (infield) from W.H. Major & Sons – Trustee Samuels presented a quote for consideration to fix the large ball diamond starting in September. Trustee Hall asked why we are doing this now and Trustee Harmann stated, so that it is ready for next spring at the beginning of league season. Trustee Hall stated that the diamond mix is part of the DPW budget. Trustee Samuels said that it is $5,200 for 2025.

   Trustee Samuels motioned to approve W.H. Major & Sons quote and to move forward with the renovation of the Veteran's Park large ball diamond in September, second by Trustee Harmann. **Motion carried 5/1** (Trustee Schroeder-Nay). Discussion regarding Harvest Fest vs. contractor start time in September. Trustee Samuels agreed to tell the contractor not to start until the Monday after Harvest Fest was over.

c. Discussion/Action: Regarding asphalt repairs at various locations – Trustee Samuels presented the quotes from three paving companies. Christiansen Paving was the most reasonable to repair two locations – 396' on Corby ($2,500) and a 4' x 21' section of Corby & Karin ($1,500). We have funds available from the Ferris/Pine road project that we did not use so that we can pay for this.

   Trustee Hall motioned to approve the two quotes from Christiansen Paving to repair the two locations - 396' on Corby ($2,500) and a 4' x 21' section of Corby & Karin ($1,500), second by Trustee Samuels, **motion carried, 6/0**, no further discussion.

d. Discussion/Action: Securing a long-term contract with Harvest Fest for 2025 and forward – Trustee Samuels stated that the Village should enter into a long-term contract with the Harvest Fest like we have done with other organizations that utilize our facilities. She realizes it is too late for this year, but we should consider having one in place for next year. The purpose of the contract is just to spell out who is responsible for what duties. For the past several years, the DPW department has spent numerous hours setting up for the event and that is at the expense of the village. **No action taken**.

12. COMMUNICATION & PERSONNEL COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
   - Trustee Hall said we have had a lot of meetings and interviews for the DPW Supervisor position which we will address in closed session.

b. Discussion and/or Action: Trustee Hall motioned at to go into closed session at 8:08 pm pursuant to Wisconsin State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; specifically, to specifically to interview candidates, review applications and to consider employment for the Department of Public Works Supervisor position in the Village of North Prairie, second by Trustee Samuels. Roll call vote: Trustee Samuels-Y, Trustee Schroeder-Y, President Miresse-Y, Trustee Lampe-Y, Trustee Harmann-Y, Trustee Hall-Y. Trustee McCormack is absent. **Motion carried 6/0.**

c. Discussion and/or Action: Trustee Hall motioned to convene in open session at 8:35 p.m., second by Trustee Samuels to discuss or take such action as it deems appropriate on any matter discussed in closed session. Roll call vote: Trustee Samuels-Y, Trustee Schroeder-Y, President Miresse-Y, Trustee Lampe-Y, Trustee Harmann-Y, Trustee Hall-Y. Trustee McCormack is absent. **Motion carried 6/0.**

Trustee Hall motioned the board to authorize Administrator Etten and the Communication & Personnel Committee to negotiate an offer within the parameters set previously set by the board regarding compensation package for the DPW Supervisor position, second by Trustee Harmann, **motion carried 6/0**. No further discussion.

d. Discussion and/or Action: Trustee Hall motioned to go into closed session, second by Trustee Schroeder pursuant to Wisconsin State Statute §19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to consider compensation of the current Department of Public Works Supervisor, second by Trustee Schroeder. Roll call vote: Trustee Samuels-Y, Trustee Schroeder-Y, President Miresse-Y, Trustee Lampe-Y, Trustee Harmann-Y, Trustee Hall-Y. Trustee McCormack is absent. **Motion carried 6/0.**

e. Discussion and/or Action: Trustee Samuels motioned to convene in open session to discuss or take such action as it deems appropriate on any matter discussed in closed session, second by Trustee Schroeder, **motion carried 6/0.** No further discussion.

Trustee Hall motioned to approve the items discussed in closed session as it relates to the current DPW Director, Dave Molitor, second by Trustee Samuels, **motion carried, 6/0**, no further discussion.

13. FINANCE COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items – nothing to report.
b. Discussion and/or Action: Review and approval monthly bills and payroll – Trustee Schroeder motioned to approve the monthly bills, payroll and liabilities for the month of July starting with check #20229-20309, $123,879.80, three checks were voided, checks 20245,20283, & 20284, second by Trustee Hall, **motion carried 6/0,** no further discussion.

c. Discussion and/or Action: Regarding participation in the State of WI Employee Health & Benefit Insurance Plans – Discussion was held, and this will come back to the board in September.

d. Discussion and/or Action: Regarding WE Energies application for 39 Rite of Way Permits and the cost – Our new rate is $150/lot and Evie billed them for this project, and they responded that the cost for permits exceeds the cost of the project and requested some consideration as to the rate/permit cost to reconsider moving forward. The committee authorized Administrator Etten to negotiate the rate of $100/permit and see if that is acceptable. The committee told Evie she could go as low as $75.00/permit, but no lower. They have already paid us $1,350.00 for these permits. **No action taken**.

e. Discussion and/or Action: Dates for budget process – This year's budget process will be a little different from previous years. With Evie as the administrator, she is doing a lot of the work prior to the workshop. So, I expect this year there will be a lot less work for the board and more work for Evie. We have set our first meeting for Monday, September 15, 2025. Just so the board remembers that the board has to vote on the final budget as of November 13, 2025.

f. Discussion and/or Action: Request from BrookLife Church for temporary hall rental while under construction – This request was brought to the committee to consider allowing for a short time for meetings, not services while they undergo construction. Apparently, there are a lot of North Prairie residents that go to this church, and it would be nice to be able to help them. The committee agreed that if the hall is not booked for other events, Evie is authorized to work with BrookLife Church and accommodate them at no cost. If they accept, at the end of their time of use, any donation would be appreciated.

14. Motion to Adjourn

Trustee Schroeder motioned to adjourn at 9:34 p.m., second by Trustee Harmann, **motion carried, 6/0**, no further discussion.

Submitted by:
Evelyn Etten, Administrator/Clerk/Treasurer
September 10, 2025