VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
September 11, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **CALL TO ORDER 6:30 p.m.**
2. **ROLL CALL –** Present- President Miresse, Trustee Hall, Trustee McCormack, Trustee Schroeder, Trustee Lampe, Trustee Harmann, and Trustee Samuels.
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:** August 14, 2025, Village Board Meeting. Trustee Samuels motioned to approve the minutes, second by Trustee Hall, discussion held regarding noted changes to the minutes, **motion carried, 7/0**.

6. **REPORTS:** Building Inspector, Fire, Police and Public Works Department. Annual report submitted from North Prairie Native Gardens. – Trustee Hall asked why there was no fire department report. Administrator Etten reported that it was just received this morning from the Fire Chief and copies were put in board members mailboxes. Trustee Hall stated that the Fire Chief has been absent from the Village Board three of the last six months' meetings with no explanation. Trustee Hall asked Administrator Etten to find out why the Fire Chief is not present at the Village of North Prairie Board meetings as per the agreement. He is required to appear at each municipality's board meetings, and they are not held on the same nights.

7. **PUBLIC COMMENTS:** - Trustee Schroeder moved to open the meeting to public comment, second by Trustee Samuels, motion carried, 7/0. Resident Sanders- mentioned that he heard that Waukesha County Sheriff's Department had already given a price for their services and it was twice the cost of the current police department. Trustee McCormack stated that he just sent an email requesting the costs from the Sheriff's Dept.

   Resident- Liz Nottling to request Trick or Treat date be a "standing date," the Saturday before Halloween. Nottling secondly mentioned that she would like to encourage the board to have live streaming of all meetings to keep residents informed. Nottling also gave all the board members a printed-out version of 'Robert's Rules of Order.' To hold the board accountable for the section 2-5 village code.
   Trustee Schroeder moved to close the public comments, second by Trustee Hall, no further discussion – **motioned carried, 7/0**

8. **VILLAGE PRESIDENT**
   a. **Report to the Board** – President Miresse advised he had a couple calls regarding four-wheelers on County Hwy E. Trustee Samuels stated there have been no updates or changes to allow four-wheelers on County Hwy E. The roads are posted and this to be a Police Dept. enforcement issue.
   b. **KMFD Update** – The $800K radio grant is still on hold. The Fire Dept. budget submitted for 2026 with a 99.38% increase, which includes 6-7 full-time staff, a part-time chief, and $400K for radios if the grant is denied. The budget for 2027 would include the other half of the $400K. We still have not received a strategic plan to figure out the sustainability of the fire department as requested. There was mention of a referendum, but nothing has been put together and we don't have time to get it on the February election. There was discussion regarding the

amount of the budget submitted for 2026 and Chief Nottling stated that he will likely submit a revised budget for 2026 with a 10% increase in a few weeks. President Miresse mentioned that the Town of Merton pays $100k for fire services. There will be more discussion at the next meeting, Sept 26th. Trustee Schroeder wants KMFD to understand that the board is committed to the fire department, and if this goes to referendum the understanding that this isn't like a school referendum, this doesn't go away in 5-7 years, this is forever. Trustee Schroeder to make it clear that we are committed to the KMFD, but we want to pay our fair share, and he doesn't want the two to be confused. Trustee Hall stated the village is committed to fair and equitable percentage. If this goes to referendum, the Village of North Prairie will continue to pay 37% of whatever amount is voted on. Trustee Hall encourages everyone (residents and board members) to attend the fire board meetings.

c. **Discussion and/or Action: Regarding the vacancy on the Plan Commission** – President Miresse stated that there is a vacant position on the Plan Commission and there hasn't been any interest from residents in filling this vacancy. Trustee Hall asked where it had all been noticed. Administrator Etten mentioned that she had posted it to our website and Trustee Lampe posted it on the North Prairie FB page. Administrator Etten stated that she received the first and only letter of interest today and handed everyone a copy of Brad Begliner's letter of interest. Trustee Samuels said Brad would be a good addition to the Planning Commission as he continues to be fully engaged in the community and has expressed interest in being on the board previously. Trustee Lampe agrees with Trustee Samuels. Trustee Samuels moved to fill the vacancy with Brad Beglinger, effective immediately, second by Trustee Schroeder, the board members thanked Brad Begliner for stepping and welcomed him to the Plan Commission. **Motion carried, 7/0.**

9. VILLAGE ADMINISTRATOR/CLERK/TREASURER

a. **Report to the Board** – Administrator Etten stated that David Molitor, former Supervisor of Department of Public Works, has decided to retire in August of this year. Administrator Etten would like to publicly thank Dave for his 21 years of dedication and service to the Village of North Prairie. The board offered to host him a little gathering after this board meeting, to which he declined. We would like to wish Dave well in the next chapter of his life in retirement.

b. **Introduction of the new DPW Supervisor** - The village has hired a new department of public works supervisor, Ricky Reed, who was not able to attend tonight's meeting. Reed resides within the village and is working out very well.

c. **Financial Reports** Aug – 2025 - Presented

d. **Discussion and/or Action: 2025 Trick or Treat date & hours for the Village of North Prairie**. – Trustee Hall moved to approve Treat or Trick to be, October 25, 2025, between the hours of 4;00 p.m. and 7:00 p.m., second by Trustee Schroeder. **Motion carried, 7/0.** Discussion – Trustee Hall stated that because there seems to be confusion over the time and/or date every year, she will make sure that we develop a policy to be approved at the next board that will clarify dates and times for Trick or Treating. She apologized for the error on the first agenda's trick or treat date as she looked at the calendar incorrectly. Thus, the revised agenda. Hopefully, by establishing a policy, it will prevent further confusion in the future.

e. **Discussion and/or Action: Developer's Agreement for the Glens at the Broadlands Condominium**. Trustee Hall explained that the development agreement clearly states who is responsible for what. This has been kicked around by many of the parties involved and it is very close to being completed. We will be holding a final meeting tomorrow with the village, Styza, the builder, and all the attorneys to finalize the language and agree unanimously. We don't want to hold up their ability to start their development. The village will not be required to maintain the roads for this development. It will be no cost to the taxpayers. The builder will put up some form of financial guarantee. Mr. Styza will put cash into a separate account or a letter of credit. Once the public improvements are completed, he can request the money be returned. Trustee Hall asked if any board members had any concerns or questions that she should bring to the meeting tomorrow. Trustee Samuels stated you have explained it all very well. Trustee Hall moved to approve the Developer's Agreement subject to the village attorney's final approval at the meeting tomorrow, second by Trustee Samuels, no further discussion, **motion carried 7/0**.

f. **Discussion and/or Action: Condominium Declaration for the Glens at the Broadlands Condominium**. Trustee Hall – Improvement goals by November 2026 $305K in public improvements, $158K for the private road. Phases to add in all condos within 10 years or sooner. This is still in the declaration of the Broadlands as a whole. Trustee Samuels wanted clarification whether the builder can rent the condos if they can't sell them. Steve Styza stated, according to the statue, you must allow the owners to rent. Our intention is not to build another unit until we have it committed. Trustee Hall moved to approve the Condominium Declaration for the Glens at the Broadlands subject to the village attorney's approval at tomorrow's meeting, second by Trustee Samuels. No further discussion, **motion carried, 7/0.**

g. **Discussion and/or Action: Sewer System Agreement for the Glens at the Broadlands Condominium**. – The reason for a sewer agreement is because the septic systems are shared by more than one owner. The county requires the municipality to have an agreement that states if the village makes a determination that a septic system is not working, then the municipality has to fix it, but then we have the ability to add a special assessment to the tax bill for each property owner for the full costs to the village. Trustee Samuels asked who in the village will determine that a septic isn't working. Trustee Hall stated that we would likely need to get an engineer involved on our behalf. Trustee Hall moved to approve the Sewer System Agreement for the Glens at the Broadlands subject to the village attorney's approval at tomorrow's meeting, second by Trustee Harmann seconded. No further discussion. **Motion carried, 7/0**

10. PUBLIC SAFETY COMMITTEE

a. Report on discussion or action taken at previous meetings. Reports or future agenda items. – Trustee McCormack presented the Public Safety Committee asked the JMC Committee for an increase to $11K for rent, which was declined, but the JMC was acceptable to a 25% increase equal to $5,750. The committee had several questions about the 2026 Court budget submitted. However, despite being invited to the meeting, neither Judge Powers nor the Municipal Court Clerk were there to present the budget to the committee. Per the agreement, the Judge is to prepare and present the annual budget to the JMC Committee. When the Municipal Court Clerk came in for her shift, the JMC board asked her to come into the meeting and answer some questions or concerns regarding the Court's 2026 court budget. When asked why there was a 50% increase in the

Municipal Clerk's wages and 25% increase in the Assistant Clerk's wages, the clerk stated it was due to the increase in cost of living. The JMC Committee asked to break it down into the number of hours and the rate of pay per hour, the Municipal Court Clerk didn't have an answer. The Municipal Clerk stated, well, if I can't get anyone to work part-time, then I guess I have to work. The JMC Committee approved Clerk Court salary increase of 50% and the part-time wage increase of 25%. **No Action**

11. PUBLIC WORKS COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items – During the 8/20/25 Public Works Committee Meeting Trustee Samuels reported the road patching is completed. They are considering options to curb the cattails and prevent them from taking over areas of the village. Reminder that Civil Pride nominations are due next week if anyone wants to nominate someone deserving of this award, please fill out an application form and turn it into the Clerk's office. She discussed the North Prairie Native Gardens – Bridge to pond project they are working on. They have spoken with Scott Johnson (Building Inspector) and a civil engineer to see what they have to do. Trustee Samuels also indicated she is working on a project for a notice regarding obstructing sidewalks, trees/bushes and grass/leaves in the roadways. Possibly posting on the website for residents to be proactive and aware of these areas. **No Action**

12. COMMUNICATION & PERSONNEL COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items. – The Committee held final DPW interviews and offered the DPW Supervisor's position to Ricky Reed, who accepted. His first day of work was September 3rd. The committee decided not to pursue the state health insurance program at this time due to costs. They will investigate other options after the first of the year. The committee will also be working on updating and revising the employee handbook. **No Action**

13. FINANCE COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items – The Finance Committee had previously voted to have the Village Administrator send a letter to the Village of Eagle and Town of Eagle to have them reconsider our percentage of payment. The last time we did this we asked that our contribution of 37% be reduced to 24%. Now, we are asking that our contribution go from 37% to 27% as a goodwill gesture even though updated data shows our usage to be 25%. The next Finance Committee meeting will be September 15, 2025, from 5:00-7:00 p.m. We will continue budget discussions.
b. Discussion and/or Action: Review and approval monthly bills and payroll. Trustee Schroeder moved to approve the August bills as presented, $92,753.42, check #'s 20301 – 20371, no voids, seconded by Trustee Hall seconded – **Motion carried, 7/0.**

14. Motion to Adjourn - President Miresse motioned to adjourn the meeting at 7:45 p.m., second by Trustee Samuels, no discussion, **motion carried, 7/0.**

Submitted by:
Evelyn Etten, Administrator/Clerk/Treasurer
September 30, 2025