

Public Works Committee  
Minutes from September 17, 2025  
Village Hall, 130 N. Harrison  
North Prairie, WI. 53153

Call to Order: 4:07 pm

Roll Call: Trustees Cheri Lampe, Andy Harmann, Donna Samuels: Debbie C-Zannini (NPNG), Ellen (NPNG), Dave and Carol Schroeder, Karen Miresse, Rick Reed (DPW) and Evelyn Etten (Admin/Clerk)

Approved 8-20-25 Donna made motion with Cheri seconding. No further discussion. Motion carried.

1. Debbie C-Z distributed drawing as designed by Tim (Eagle Scouts) father, Matt. They met with our building inspector, Scott, and he is indicating he wishes to see 4 16" footings that the bridge will sit on. This is going to be located over the ditch that carries water into Prairie Village Pond. It will extend the path through the native garden in Prairie Village Park. Andy said he could help with the post holes as the village does not have an auger that is 18" in diameter. He will also work with NPNG (Nort Prairie Native Garden) with obtaining concrete. He will coordinate with Debbie. When we have some dates set for digging Debbie is to let Evie know so we can get Diggers Hotline contacted. NPNG will be purchasing sonatubes 16" to allow for 4' deep footings. Donna made motion to allow the project to move forward with acceptance of the drawing with help of Andy and coordination with Village for diggers hotline. Andy seconded the motion. No further discussion. Motion unanimously carried.
2. Discussion regarding 2026 budget. Reviewed entire budget for 2026 with slight adjustments based on current information. Items that stood out in conversation: to try and determine what is actually needed for supplies, repair and maintenance, signs, fuel and part-time labor for parks is hard to determine as based on prior years usage of funds and labor. Rick is going to try and get things organized as right now he is finding items in numerous locations. It was discussed that we will probably need to leave some line items the same until next budget. We should then have a much better idea of where things are going forward. We are looking at a short road section as a possible project, as well as crack filling for 2026. The only part-time hours that will be put into parks are for cleaning the hall. It appears it would take about 2-1/2 to 3 days for mowing weekly and line trimming every 2 weeks. This would leave the balance of the week for other maintenance issues. Rick is to come to the committee if he feels he needs some additional help during summer. Additional help will be addressed at that time. To be determined. Donna to get updated budget information to Evie.
3. The committee asked Rick how things were going and if there was anything we needed to take into consideration or be concerned about regarding his newly being hired. He did not have any over riding concerns at this time. He is working with Evie on a day-to-day basis. He indicated that he may be coming in Saturday (9-20-25) to work on getting the shop organized as he finds things everywhere and it makes for some difficulty knowing just what he has. He has been busy all other days so this makes sense to him, and it will be solely on his time. Rick did bring forward there has been a complaint about the vision due to plant/grass growth at the southeast corner of Karin Dr. and Corby closest to Highway 59. Deb C-Z stated she had talked to the homeowner last year as this was brought up then to let them know that it is appreciated, she wishes to maintain this growth for pollination but this specific area is an easement so there can be maintenance handled by the Village. Concern for smaller cars and their ability to see around the corner for traffic. Donna is to speak to the homeowner prior to village moving. No action taken.

4. Donna updated that she had received a phone call from DNR rep about MS4/NR216 and they were going to send historic reports to Admin/Clerk. Evie said she thinks she may have those items and will look. Donna would like to review as we move to complete for 2025. No action taken.
5. Discussion regarding cattails along Karin Dr at Prairie Village Park. Donna has sent an email to Fire Chief asking if they would burn once they have dried out. Committee feels that we need to do something to help reduce the cattails as elimination will be very difficult. Potentially digging the ditch out. NPNG will be bringing some possible solutions or ideas as to what we may do to help with this situation. Possibly some other filtering, slowing of water flow plantings in the ditch. Concern by NPNG in caring for milkweed in this area. No further action taken.
6. No discussion on this as information was not provided beforehand by Donna.
7. Village has not received any nominations for Civic Pride Award. Again, a few names were discussed and information provided. Nominations and bringing a recipient are not required annually. Information will be brought forward next month. No further action taken.
8. Karen Miresse was present for starting the discussion on getting an agreement between Harvest Fest and the Village. All other organizations that use Village facilities regularly have an agreement in place and the Public Works committee feels there should be one with Harvest Fest to spell out responsibilities. Donna talked about storage, use of village tractor and Kubota, labor, getting facilities back in a like condition if ruts or damage is done to Village property as well as access to Village DPW area and storage. There was some explanation and understanding brought forward by Karen. It was agreed that this is a good idea. Karen is to reach out to Donna in a couple weeks or so once they have things settled with Harvest Fest 2025. We will sit down and start to set up this agreement to bring to committee and ultimately to the Village Board for approval.
9. Donna made motion to adjourn the meeting at 5:34. Andy seconded the motion. Motion carried.

Respectfully submitted,  
Donna Samuels  
Public Works Committee Chair