

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING AGENDA
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
September 24th, 2025, AT 5:00 P.M.**

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Village of North Prairie Public Safety 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.)

1. Call to Order

2. Roll Call

Announcement of Closed Session pursuant to WI 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 performance evaluation of the Police Chief.

3. Approval of the August 13, 2025, Public Safety Meeting Minutes

4. Public Comment.

At the sole discretion of the Committee Chair, citizens are invited to make comments to the Committee, under the following procedures. Committee members should not be expected to discuss issues presented at this time, citizens, comments limited to 2 minutes each; in the event public comments exceed 15 minutes, the Committee will continue with the regular agenda and resume public comment after the Committee business has been completed, public comments on specific personnel matters are not appropriate subject for this forum and should be referred to the Village Office; any comments which may violate an individual right of an employee will not be permitted.

5. Police

- a. Discussion and/or Action as Necessary: Regarding progress on daily log tracking by the Police Chief, Assistant Chief, and Police Secretary for time and project accountability.
- b. Discussion and/or Action as Necessary: Review of Police Department Patrol hours
- c. Discussion and/or Action as Necessary: Regarding Police Department citation and enforcement activity — review of monthly stat sheets showing number of stops/contacts, warnings, and citations per officer.
- d. Discussion and/or Action as Necessary: Comparison between the contract with the Sheriff Dept. vs. restructuring the Police Dept.
- e. Discussion and/or Action as Necessary: Review the draft email to be sent to Waukesha County Sheriffs department for contract pricing.
- f. Discussion and/or Action as Necessary: Draft of Police Department Directive regarding 60/40 split of hours and possible recommendation to the board.
- g. Discussion and/or Action as Necessary: Motion to go into closed session pursuant to WI 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 performance evaluation of the Police Chief; ROLL CALL VOTE:
- h. Motion to return to open session
- i. Discussion and/or Action as Necessary: Regarding code enforcement services — review of information received from Municipal Code Enforcement (Allison Schwark). The email outlining available services may be distributed to Board members for consideration.

6. Court

- a. Discussion and/or Action as Necessary: Information from previous meetings
- b. Discussion and/or Action as Necessary: Regarding an email received from the Town of Mukwonago and explanation as to the next steps regarding the 2026 budget for JMC.

7. Fire

- a. Discussion and/or Action as Necessary: Information from previous meetings
- b. Discussion and/or Action as Necessary: Fire Dept. usage tracker and updates moving forward.

8. Adjourn.

September 22, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

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.

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING AGENDA
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI
53153
August 13th, 2025 AT 4:00 P.M.**

a. Call to Order. **Meeting was called to order at 4:00PM**

b. Roll Call. **Trustee Schroeder, Trustee Samuels, and Trustee McCormack. One resident was present for this meeting**

c. Public Comment: **None**

d. Police

a. Discussion and/or Action as Necessary: Regarding the Public Safety Public Informational meetings – thoughts and ideas that came out of those meetings.

- **General sentiment favored retaining a North Prairie Police Department while improving efficiency and patrol presence. Some residents asked to price dedicated Waukesha County Sheriff coverage (e.g., 8–12 hours/day).**

- **Many residents were surprised by limited weekend coverage and that command staff do not regularly patrol. Desire expressed for more visible neighborhood enforcement (speeding/stop-sign compliance).**

b. Discussion and/or Action as Necessary: Regarding the direction the Public Safety Committee will be taking to continue to move forward with handling of Police Dept. and patrolling the village.

- **Committee discussed constraints on weekend staffing with the current part-time model and potential levers (wage adjustments, recruiting).**

- **Action: Obtain cost quotes from the Waukesha County Sheriff's Department for contracted patrol at 8 hours/day and 12 hours/day, plus any à-la-carte/event coverage pricing.**

- **Action: Chief to emphasize flipping administrative hours into patrol hours where feasible and to keep the Committee apprised monthly of patrol vs. admin hours.**

- **Budget planning guidance: Re-baseline projections using an average of approximately 7 patrol hours/day (~2,555 hours/year), with updates if hiring improves.**

c. Discussion and/or Action as Necessary: Requiring the Police Chief, Assistant Chief and Police Secretary to keep a detailed daily log for the next two months, accounting for their time and project completed.

Motion: Require the Police Chief, Assistant Chief, and Police Secretary to keep a reasonably detailed daily log of time and projects for the next two months, to begin once the Chief and Village Administrator agree on a log sheet; provide updates to the Committee at least monthly. Vote: Approved (unanimous).

d. Discussion and/or Action as Necessary: How does the Police Dept. handle citations within the village?

- **Discussion on balancing discretion with enforcement; emphasis on enforcing ordinances for speeding and stop-sign violations, especially within neighborhoods during peak times.**
- **Action (motion): Chief to prepare a simple monthly stat sheet for each patrol officer showing number of contacts/stops and citations written (include warnings if readily available). Vote: Approved (unanimous).**
- **Residents and trustees may email locations/times of concern; Chief to direct targeted patrols when staffing allows.**

e. Discussion and/or Action as Necessary: Police Dept. budget due date to Finance Committee.

- **Preliminary 2026 budget materials were provided to the Administrator. Committee guidance is to model patrol at ~7 hours/day on average, with part-time wage assumptions updated as needed; if hiring improves and hours trend higher, the Chief will notify the Committee/Board for any mid-year adjustments.**

e. Court

- a. Discussion and/or Action as Necessary: JMC Municipal Budget for 2026
- **Joint Municipal Court (JMC) 2026 Budget: scheduling continues; target is approval before August 31 (or prior-year budget remains in effect).**
- **Proposed increase to the Village rent/utilities line (from prior ~\$4.6k to approximately \$13.4k) to reflect fair building/utilities costs; committee supports pursuing this increase through the JMC budget process.**
- **Discussion: if equitable facility compensation is not adopted in the near term, the Committee may consider recommending withdrawal from the JMC at an appropriate future election cycle, subject to full Board action; Fee & Finance to review related bank accounts and flows.**

f. KMFD

- a. Discussion and/or Action as Necessary: Regarding KMFD.
 - **Discussion on staffing shortages, daytime ambulance coverage gaps, and potential mutual-aid/contract support; costs and feasibility to be clarified by Fire leadership.**
 - **Noted future capital and staffing pressures (e.g., radios, equipment, potential full-time staffing needs) that may necessitate referendum(s) across member municipalities.**
 - **Action: Request Fire Chief/representative attendance at a future Board meeting to explain mutual-aid/contract status and budget outlook.**
- g. Adjourn: **Motion to adjourn at 6:37 PM; seconded; approved.**

Request for Coverage Proposals – Village of North Prairie

Dear Sheriff Severson, Inspector Gumm, and Mr. Joost,

I am writing on behalf of the Village of North Prairie as a Village Trustee. Our Police Committee has been evaluating long-term options for providing police services to our residents. As part of this process, the committee would like to better understand the potential costs and coverage levels should the Village consider contracting with the Waukesha County Sheriff's Department.

To help guide our discussion, we respectfully request three levels of service proposals tailored to a community of our size (population approx. 2,200; 2.8 square miles), with consideration of the service agreements you currently hold with other municipalities in Waukesha County:

1. 1. Baseline Coverage (Approx. 20 hours/week):

- Part-time patrol presence focused on visibility and response.
- Emphasis on traffic enforcement, ordinance checks, and availability for calls during high-need times.

2. 2. Intermediate Coverage (Approx. 40–60 hours/week):

- A mid-level service providing consistent daily patrols.
- Allows for greater integration into community policing, event support, and proactive patrol.

3. 3. Full Coverage (Approx. 80–120 hours/week):

- A more comprehensive service with multiple shifts covered weekly.
- Regular patrols, full response capabilities, and enhanced visibility for residents.
- Comparable to arrangements with other villages that do not maintain their own full-time police department.

For each level, we would appreciate details on:

- Estimated annual cost, including staffing, vehicles, and administrative overhead.
- Any additional or one-time costs, such as transition costs, vehicle/equipment requirements, records management, or dispatch/communications fees.
- Specialized services (e.g., investigations, K9, accident reconstruction) — whether included or billed separately.
- Contract terms, including escalation clauses or annual percentage increases.
- Examples of other municipalities with similar agreements, if available.

We greatly appreciate the Sheriff's Department's time and assistance in providing this information so our committee and residents can make an informed decision about the future of policing in North Prairie.

Please let us know if there is any additional information you require from us to prepare these estimates. I can be reached at [your phone/email].

Thank you again for your support and partnership.

Respectfully,

[Your Full Name]

Village Trustee

Village of North Prairie

Village of North Prairie
Village Board Written Directive
Directive Number 10-2025
Effective Date 10-9-2025

Draft Copy

Directive to North Prairie Police Chief:

Effective immediately, administrative scheduling and work hours within the Police Department must be aligned with the patrol coverage being provided to the Village. To ensure accountability and appropriate allocation of resources, the following standard shall be applied:

Administrative to Patrol Hours Ratio: A maximum of 40% of total departmental hours may be allocated to administrative duties, which will include the police chief, assistant chief and police department clerk, with no less than 60% of total departmental hours dedicated to patrol coverage.

This ratio applies to all sworn personnel, including the Chief and Assistant Chief. Patrol hours must be scheduled and delivered consistently in a way that meets the community's expectations for visible and active policing.

Monthly scheduling and timesheet reports shall reflect this standard and will be reviewed to ensure compliance. Adjustments to staffing and schedules must be made as necessary to meet the required ratio.

Failure to follow this directive can result in disciplinary action up to and including termination of employment.

Village of North Prairie

_____ Daniel Miresse, Village President

_____ Evelyn A Etten, Administrator/Clerk/Treasurer

Village Clerk

From: Municipal Code Enforcement <mcodeenforcement@gmail.com>
Sent: Sunday, June 15, 2025 12:46 PM
To: Dan Miresse; Village Clerk
Subject: Code Enforcement Services

Hello,

This is Allison Schwark with Municipal Code Enforcement.

I am wondering if your municipality might be interested in code enforcement services.

With our services, we can handle any combination of the following:

- Property maintenance upkeep
- Unsightly debris monitoring
- Zoning administration
- Grass/weeds/trees/vegetation compliance monitoring
- Snow removal compliance monitoring
- Junk vehicles/abandoned boats/recreational vehicles compliance monitoring
- Responding to complaints
- Completion of necessary interior/exterior property inspections
- Orders to repair with follow up
- Working with municipal officials to resolve any property related legal issues
- Continuous improvement and expansion of municipal codes and ordinances
- Implementation/oversight of the following programs:
 - Landlord Licensing Rental Inspection Program
 - Vacant Building Program
 - Short-Term Rental Inspection Licensing Program
 - Tree Removal Permitting Program
 - Liquor Licensing Program
 - Restaurant Grease Trap Compliance Program

This has the potential to bring several benefits, including:

- Increased property values
- Decreased property owner complaints
- Improved resident communication
- Greater landlord/tenant relations
- Better sense of community
- Enhanced education surrounding municipal codes and ordinances
- Dependable and responsive point of contact
- Implementation and oversight of various municipal programs

We work closely with various municipal departments to act as the link between them, for all items related to code enforcement. This allows us to lift the heavy burden of these items, which allows these

departments to better focus on higher priority tasks.

Please let us know if you might be interested.

We look forward to hearing from you!

Thank you!

Allison Schwark
Municipal Code Enforcement
mcodeenforcement@gmail.com
262-249-6701

Municipal Code Enforcement

262-249-6701 - mcodeenforcement@gmail.com - PO Box 62, Delavan, WI 53115

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Please let us know if you might be interested. We look forward to hearing from you! Thank you!



Allison Schwark
 Municipal Code Enforcement, LLC
mcodeenforcement@gmail.com
 262-249-6701

Village Clerk

From: Lyle Boucher <lyleboucher@outlook.com>
Sent: Wednesday, September 17, 2025 10:44 PM
To: Michael McCormack
Cc: Mark Powers; Village Clerk; kkaralewitz@townofmukwonago.us
Subject: 2026 JMC budget
Attachments: 2026 budget.pdf

Attached is the revised 2026 JMC budget the JMC Committee voted to recommend to our respective Boards.

The Mukwonago Town Board rejected the revised 2026 JMC budget at their regular meeting on Sept 17, triggering the language in §6.a. of the Agreement for the Operation of the Joint Municipal Court: *"The budget shall be reviewed and approved annually by the Member Municipalities' governing bodies no later than October 1 of each year. If there is not unanimous support for the proposed Court budget, a Committee meeting must be held within 15 days to discuss a reconciliation budget and to provide a mechanism so that all or part of the current year budget will be deemed to constitute the budget for the upcoming year."*

Items of concern to the Town Board were:

1. Clerk of Court Salary \$18,000, a 50% increase over 2025
2. Assistant Clerk Salary \$5000, a 25% increase over 2025
3. Temporary Help/Court Bailiff \$3600, an 80% increase over 2025
4. Social Security \$3000, a 50% increase over 2025
5. Utilities and Maintenance \$8792, a 25% increase over 2025

Data comparing hours and rates from 2025 to 2026, and a general justification of those increases would have helped defend items 1, 2, and 3. (Item 4 is dependent on the first three.)

Item 5 was debated, revised, and voted on at our August 27 JMC Committee meeting.

e-mail/call/text if questions
lyleboucher@outlook.com
262.349.8039

Joint Municipal Court Committee

August 27, 2025

The Committee voted (4 ayes, 1 nay) to recommend the 2026 budget, as revised, to our respective Boards.

	2025 budget	2026 budget (proposed)	\$ increase	% increase	2026 budget (revised)	\$ increase	% increase
Judge Salary	\$6,000	\$6,000	\$0	0%	\$6,000	\$0	0%
Clerk of Court Salary	\$12,000	\$18,000	\$6,000	50%	\$18,000	\$6,000	50%
Assistant Clerk Salary	\$4,000	\$5,000	\$1,000	25%	\$5,000	\$1,000	25%
Temporary Help/Court Bailiff	\$2,000	\$3,600	\$1,600	80%	\$3,600	\$1,600	80%
Social Security	\$2,000	\$3,000	\$1,000	50%	\$3,000	\$1,000	50%
Supplies and Expenses	\$2,000	\$2,000	\$0	0%	\$2,000	\$0	0%
category total	\$28,000	\$37,600	\$9,600	34%	\$37,600	\$9,600	34%
Utilities and Maintenance	\$4,600	\$13,392	\$8,792	191%	\$5,750	\$1,150	25%
Education and Training	\$1,500	\$2,000	\$500	33%	\$2,000	\$500	33%
Dues and Subscriptions	\$100	\$100	\$0	0%	\$100	\$0	0%
Computer Expenses	\$1,200	\$1,200	\$0	0%	\$1,200	\$0	0%
Bonds and Visiting Judges	\$100	\$100	\$0	0%	\$100	\$0	0%
Misc.	\$0	\$0	\$0	0%	\$0	\$0	0%
New Equipment	\$0	\$1,000	\$1,000	∞	\$1,000	\$1,000	∞
category total	\$7,500	\$17,792	\$10,292	137%	\$10,150	\$2,650	35%
grand total	\$35,500	\$55,392	\$19,892	56%	\$47,750	\$12,250	35%

rental as proposed by North Prairie:

		\$ increase	% increase
2025	\$4,600		
2026	\$13,392	\$8,792	191%
2027	\$13,928	\$536	4%
2028	\$14,485	\$557	4%