

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING MINUTES
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: **5:02 PM**
2. Roll Call: **Trustee Schroeder, Trustee Samuels, and Trustee McCormack. Also Present: North Prairie Police Chief and Assistant Chief Terry Tesch two residents/board members including the Village President.**

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: **The Committee approved the August 13, 2025 Public Safety & Protective Services Committee minutes as presented by unanimous voice vote.**

4. Public Comment.

At the sole discussion 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. **None**

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: **The Committee discussed progress on implementing reasonably detailed daily logs for the Police Chief, Assistant Chief, and Police Secretary for time and project accountability. Logs began around August 27, 2025. For the next meeting, the Committee requested that logs covering activity through approximately October 27 be submitted to the Committee by email no later than October 22 so members can review in advance. Going forward, monthly updates are expected on a continuing basis.**
- b. Discussion and/or Action as Necessary: Review of Police Department Patrol hours: **Patrol hours review: The committee distributed patrol and administrative hour summaries for January through August 2025. The average patrol coverage for the first eight months was approximately 5.5 hours per day, with August reflecting an approximately equal split between patrol and administrative time. Committee members noted an overall downward trend in patrol hours but acknowledged the improvement shown in August.**

- c. Discussion and/or Action as Necessary: Police Department Budget: **The Committee reviewed the revised Police Department budget consistent with Finance Committee discussion. Part-time patrol wages were adjusted from a prior placeholder of ~\$105,000 to a more realistic planning range (about \$65,000–\$78,000). Based on a 60/40 patrol/admin framework, approximately \$52,000 in administrative wages is to be allocated across the Chief, Assistant Chief, and clerical wages. Training was clarified as covering mandatory certification for five part-time officers (estimated ~\$200 per officer, about \$1,000 total) with a small allowance for advanced training as needed; firearm qualification/range costs are separate. The Lexipol policy service will be retained, with the expectation of reimbursement via the League of Wisconsin Municipalities as in the prior year; the Clerk’s office will continue submitting documentation for reimbursement. The \$500 “miscellaneous” line (blood draws, background checks, drug screens, etc.) was retained. No formal action was taken; this was an informational review.**
- d. 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: **Per-officer monthly citation and contact statistics were not provided for this meeting. The Chief shared a nine-month tally of incidents and citations for North Prairie officers; separate Sheriff’s Office activity typically appears in monthly board packets. Committee discussion encouraged proactive traffic enforcement in neighborhoods and at stop-controlled intersections, reflecting frequent resident complaints about speeding and stop-sign violations.**
- e. Discussion and/or Action as Necessary: Comparison between the contract with the Sheriff Dept. vs. restructuring the Police Dept: Waukesha county Sherifs department: **Currently the pricing we received from the sherifs department would be more expensive than the current structure we have. More talks need to be had on how to make our police department a successful department while utilizing tax payers funds efficiently.**
- f. Discussion and/or Action as Necessary: Review the draft email to be sent to Waukesha County Sherifs department for contract pricing: **Review was not needed since we have received correspondence back from the Sherifs department.**
- g. Discussion and/or Action as Necessary: Draft of Police Department Directive regarding 60/40 split of hours and possible recommendation to the board: **Administrative/patrol split directive (60/40): The Committee reviewed a draft directive establishing a 60/40 split between patrol and administrative time. Discussion addressed measuring the split on a monthly basis using scheduled shifts and actuals, with recognition that unforeseen absences may cause minor variance. A motion to recommend the directive (referenced as #10-2022-25 in discussion) to the Village Board passed unanimously.**
- h. 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: **Closed session: At 5:53 PM, the Committee entered closed session under Wis. Stat. § 19.85(1)(c) to discuss the Police Chief’s performance evaluation. The Committee returned to**

open session at 6:30 PM; no action was taken in closed session beyond the stated purpose.

- i. Motion to return to open session: **Motion to return to open session passed unanimously.**
- j. 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: **The Committee reviewed an email outlining third-party municipal code enforcement. Consensus was to address code enforcement internally by establishing a clear standard operating procedure for complaint intake, notice letters, and role delineation among Administration, the Building/Inspection function, and Police. Chicken-permit enforcement was discussed; the Committee asked that relevant ordinance provisions and remedies be confirmed and, if needed, updated. The matter will be routed to the appropriate committee to draft the SOP. No external contract was pursued at this time.**

6. Court

- a. Discussion and/or Action as Necessary: Information from previous meetings: **None**
- 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: **The Committee discussed communications indicating that at least one member municipality's board voted against the proposed 2026 JMC budget increases (including wage adjustments for court staff and utilities). Under the JMC agreement, unanimous approval by member governing bodies is required; absent unanimity, a reconciliation meeting must be held within 15 days, and all or part of the current year's budget may carry forward. The Committee's expectation is to place the JMC budget on the Village Board agenda to register the Village's position and, for budgeting purposes, to plan on prior-year levels unless a reconciled budget is unanimously adopted.**

7. Fire

- a. Discussion and/or Action as Necessary: Information from previous meetings: **None**
- b. Discussion and/or Action as Necessary: **Fire Dept. usage tracker and updates moving forward. The Committee noted an anticipated Fire Board meeting (tentatively Monday at 6:30 PM in Eagle) where a budget reflecting roughly a 10% increase and associated strategic information may be presented; trustees were encouraged to attend. Members reiterated concerns about long-term sustainability, staffing, and accountability. As part of ongoing cost-share review, updated equalized value shares were referenced (North Prairie approximately 25.4%, Village of Eagle ~20.6%, Town of Eagle ~54.0%) alongside current usage tracking; further analysis will continue.**

8. Adjourn. Meeting adjourned at 7:15PM

September 22, 2025

Michael P McCormack, Chair Public Safety & Protective Services Committee

accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact the Village Office at 262-392-2271.