

**VILLAGE OF NORTH PRAIRIE**  
**PUBLIC HEARING & VILLAGE BOARD MINUTES**  
**November 13, 2025 – 6:30 p.m.**  
**130 N Harrison St., North Prairie, WI**

Announcement of Closed Session pursuant to WI State Statute §19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in histories or data, or involved in such problems or investigations, specifically to consider the medical history of Police Chief Tamez.

- 1. CALL TO ORDER** – President Miresse called the meeting to order at 6:32 PM
- 2. ROLL CALL** – Present: President Miresse, Trustee Samuels, Trustee Schroeder, Trustee McCormack, Trustee Hall, Trustee Lampe, Trustee Harmann
- 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:**
  - a.** October 9, 2025, regular Village Board Meeting – Trustee Samuels motioned to approve the 10/9/25 minutes, second by Trustee Schroeder, no further discussion, **motion carried, 7/0.**
  - b.** October 22, 2025, Special Village Board Meeting – Trustee Samuels motioned to approve the 10/22/25 minutes, second by Trustee Schroeder. Discussion - Trustee Hall mentioned one change to minutes. Trustee Samuels amended her motion to approve the 10/22/25 minutes with one change as noted, second by Trustee Schroeder. No further discussion, **motion carried, 7/0.**
  - c.** October 23, 2025, Special Village Board Meeting – Trustee Samuels motioned to approve the 10/23/25 minutes, second by Trustee Schroeder, no further discussion, **motion carried, 7/0.**
- 6. PUBLIC HEARING: Regarding 2026 Village of North Prairie Budget and setting of tax levy.**
  - a.** Motion to open the Public Hearing – Trustee Hall motioned to open the public hearing for comments, second by Trustee Harmann – **motion carried, 7/0.**
  - b.** Public Comments on the proposed 2026 Village of North Prairie Budget – a citizen asked how much was proposed for the budget – Administrator Etten responded – the total budget is \$1,768,786. Another citizen asked what the mill rate was – Administrator Etten responded \$2.98 per thousand.
  - c.** Village Board comments on the proposed 2026 Village of North Prairie Budget – **No comments.**

- d. Motion to close Public Hearing – Trustee Hall motioned to close the public hearing, second by President Miresse, no further discussion, **motion carried, 7/0.**

**7. Discussion and/or Action as Necessary: Resolution** – R04-2025 Approval of the 2026 Village of North Prairie Budget and tax levy. Trustee Samuels motioned to approve resolution R04-2025 for the approval of the Village of North Prairie 2026 budget and tax levy, second by Trustee Schroeder, no further discussion, **motion carried, 7/0.**

**8. REPORTS:** Building Inspector, Fire, Police and Public Works Department. Rick has written down all his activities - **No one present to comment.**

**9. PUBLIC COMMENTS:** - (No official action will be taken under Public Comment). Note: Comments should be limited to 3 minutes per resident. Trustee Schroeder motioned to open the meeting to public comments, second by Trustee Hall, **motion carried, 7/0.**

Resident Debbie Nickerson asked that the opening paragraph be re-read as no one could hear it. A female asked who helps (KMFD) North Prairie Fire Department when they are short staffed. A male advised of an app on the cell phone that he uses, Pulse Point – where you can track the calls and who responses to the call. Trustee Schroeder motioned to close the public comments, second by Trustee Samuels, no further discussion, **motion carried, 7/0.**

## **10. VILLAGE PRESIDENT**

### **a. Report to the Board**

On 10/31/25, President Miresse delivered the letter regarding the new liquor laws to Bill's Market owners and time given to comply is 01/02/26.

### **b. Discussion and/or Action as Necessary:** To authorize staff to publish notice of Public Hearing on December 11, 2025, to amend Zoning Code Section 4.6. E and Section 14.2 BO as recommended by Plan Commission.

Trustee Hall stated, the plan commission reviewed and recommended removing language specific to Section 14.2 BO “barbering & beauty shops” and “uses only household equipment” from the zoning code on page 99 and addressing it in section 4.6.E, under conditional use permit. To allow this change, we must hold a Public Hearing. The public hearing would be on 12/11/25 at 6:30 p.m.

Trustee Hall motioned to authorize staff to publish public hearing notice to be held on or before 12/11/25 at 6:30 p.m., second by Trustee Harmann, no further discussion, **motion carried, 7/0.**

c. **Discussion and/or Action as Necessary:** Set Public Hearing date to consider a proposed amendment to the North Prairie Comprehensive Plan, including the adoption of an ordinance to amend the plan. The proposed change allows two parcels to be reclassified from Industrial to Suburban Residential zoning.

Trustee Hall motioned to allow staff to set the public hearing date for January 8, 2026, at 6:30 p.m., publish a class one notice 30 days prior to the public hearing date, and for the board to adopt the ordinance once approved, second by Trustee Samuels. No further discussion, **motion carried, 7/0.**

d. **Discussion and/or Action as Necessary:** Status of KMFN – President Miresse stated the temporary agreement with the Town of Mukwonago for EMS Services, is now terminated due to their short staffing. Chief Nottling mentioned in his report that we have entered into an agreement with the Village of Palmyra. Trustee Hall asked what Chief Nottling is doing to make sure the Village of North Prairie has the same response time since Palmyra is farther away than surrounding communities? Trustee Hall asked President Miresse to discuss this time & distance issue with Chief Nottling and provide the board with his response. President Miresse stated, the next KMFN meeting is 11/20/25 at 6:30 p.m. Trustee Samuels reached out to Chief Nottling to see how Saturdays are going, Chief Nottling stated KMFN still has low staffing on Saturdays.

## **11. VILLAGE ADMINISTRATOR/CLERK/TREASURER**

a. **Report to the Board** – Village Administrator Etten reported three resignations in the Police Department, two of which are the result of retirements.

b. **Discussion and/or Action as Necessary:** Financial Reports for Oct. 2025 – Administrator Etten presented the finances for October of 2025.

c. **Municipal Offices on the April 7, 2025, Ballot** – Administrator Etten announce that there are several dates to remember with the upcoming elections in 2026. There are three Village Trustee positions, each for a two (2) year term that will be up for the April election.

### **Important Dates to Remember:**

- **December 1, 2025** - First day for candidates to circulate nomination papers
- **December 26, 2025, at 5:00 p.m.** – Deadline for incumbents not seeking re-election to file Notification of Non-Candidacy. \*\*Failure to notify, along with the failure to file nomination papers by the deadline will extend nomination paper deadline 72 hours.
- **January 6, 2026, at 5:00 p.m.** – Deadline for candidates to file nomination papers, declarations of candidacy, and campaign registration statements for the 2026 Spring Election with the Clerk.

## **12. PUBLIC SAFETY COMMITTEE**

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items. Trustee Schroeder announced a Public Safety Committee meeting was scheduled tomorrow, 11/14/25, at 7:00 a.m. The Public Safety Committee is considering withdrawing as the "host" of the JMC Court and "from" the JMC Court. The next regular Public Safety meeting will be on 11/26/25.
- b. Discussion and/or Action as Necessary: Update on North Prairie Police Dept. Analysis 2025 – Trustee Schroeder stated The Waukesha Sheriff's Department provides the Village of North Prairie residents with 24/7 coverage. The North Prairie Police Department is averaging five hours of patrol coverage per day. In 2023, patrol hours were 53 hours per week; in 2024, patrol hours were 46 hours per week; and right now, we average about 38 hours of patrol per week from the North Prairie Police Department. It is hard to hire part-time staff that don't have full-time jobs elsewhere. The weekend hours, less than 10 percent of the total hours worked in a month by the VNP-PD, are on Saturday and Sundays, rarely on the weekends are you going to see a North Prairie Police car. The protective service committee feels we should see the police department more on the weekend than the weekdays. That's what we are trying to accomplish. With the three recent retirements/resignations, it has opened up a whole lot of other problems. Overall, smaller departments are merging with other communities or closing due to staff shortages. You're seeing this in police and fire departments all over. In July, the Protective Services Committee held three informational meetings in July. We tried to lay out what we knew in July, and this kind of lead us to two options that may work. One option would be to keep the North Prairie Police Department and model it after the Village of Eagle Police Department. They have a full-time Chief and Detective, who each does a significant amount of patrol. They do not have a clerk, so they rely on the Chief and Detective to handle all the administrative duties. The other option would be to not have a North Prairie Police Department and rely (like we do now, 24/7) on the Waukesha County Sheriff's Department, which is what the Village of Wales, the Town of Genesee, and the Town of Eagle currently do. During the July meeting we had over 85 residents. The Chief and Detective have dedicated many years of service in law enforcement and to the Village of North Prairie, which we are very grateful for. However, with both retiring at the end of November, I believe this is the time to make the changes we need, and we want to hear from the residents.

**Trustee Schroeder** motioned to open for public comments, second by Trustee Hall, **motion carried, 7/0.**

**Resident, Debbie Nickerson** - North Prairie isn't paying what other communities are paying – was that ever discussed?

**Trustee Samuels** – No – We told Sal if he needs to increase the pay, he had the authority to do that, but he never did.

**Resident Debbie Nickerson** - mentioned that at the informational meeting she attended, she felt that many of the residents that attended the meetings wanted to keep a police department and not rely on Waukesha County Sheriff's Department.

**Trustee Samuels** – We are considering another informational meeting now that we have the budget approved.

**Trustee Hall** – When you look at the overall budget - \$1.4 million the fire department budget is 1.7 million, we want equitable cost saving. We don't have a fire backup; we have a backup for police.

**Trustee Schroeder** – Police Department budgets a certain amount of money. When that money is not used, it gets returned to the general fund. In the last four years, \$15k, \$25K, \$38k, \$40,500k, has been returned from the police department for unused patrol wages. The police budget had enough money to increase patrol wages but didn't. This makes it hard to budget. The police department's 2026 budget is \$160,000; it was not defunded.

**Kyle Huber** – I had asked for a job description defining the Chief's duties from July to October, why hasn't one been produced yet?

**Administrator Etten** – I spoke with Sal and Terry, and they are both willing to help anyway they can, to make the transition smooth. Sal will be doing the December schedule.

A male (unknown) asked, so we have a chief, and an assistance chief and neither of them are willing to patrol? So how much administrative work can there be in the Village of North Prairie?

**Trustee Schroeder** – We have repeatedly asked the same question, and we just didn't receive an acceptable response. That is why there was a directive given to the Chief for the 60% patrol and 40% administration hours because that is what we feel makes sense.

**Ryan Lipovsek** – There's a lot of moving parts right now. The Public Safety Committee could meet with the current officers. Waukesha County Sheriff is not at the substation. I think North Prairie can thrive from this opportunity. I was a deputy for 3 years and I almost never drove through subdivisions. The sheriff's department is short staffed. When I worked for them, there were only two deputies that covered the southwest. If there was a domestic call, we only had two deputies responding, so if there is another call there isn't another squad nearby. If you think the "county," is going to cover the Village of North Prairie, they aren't covering the Village of North Prairie.

**Kyle Huber** – I was a little upset with your comment Trustee Schroeder, that you didn't receive any emails or phone calls. I talked with you one-on-one, there were a lot of people out there that talked with you. This should have been resolved between July and now.

**Trustee Schroeder** – You seem upset that this is taking so long. This is government, it takes a while and there should be some changes by the end of the year.

**Resident Kathy Arquette** – I understand it's hard to get part-time employees. Wouldn't it be easier to hire a full-time chief and keep our department vs. we lose all control if we contract with Waukesha County Sheriff's Department or any other municipality?

**Resident Debbie CZ** – I think it would be very scary that if we were to rely solely on Waukesha County Sheriff's Department. There could be times when no one is available to respond.

**Trustee McCormack** – Contracting with Waukesha County Sheriff's Department is too expensive. Tomorrow moving forward will have a lot of conversation.

**Resident Carol Schroeder** – I've lived here over 40 years. Most people don't realize that we don't have all those services, but that's why we have low taxes. Low taxes are the trade-off for less services provided.

**Trustee Schroeder** – the outcome of all of this is, we are going to lose our administrative staff as of December 1<sup>st</sup>. We will still have a police department until the end of the year, and it is budgeted for next year. We are meeting with Officers Timm and Lipovsek tomorrow to discuss temporary and long-term plans.

**Male (Unknown)** – Consider paying the officers more for an hourly rate, they maybe be more willing to come in to work.

**Brad Timm** – I work part-time for the Village of North Prairie for 15 years. I can tell you that Melissa does a lot more than anyone knows. She enters Tracs, the state reporting. She is the backbone of the police department, and it would be awful if we lost her.

**Trustee Schroeder** - motioned to close comments, second by Trustee XXXX – **motion carried, 7/0.**

- c. Discussion and/or Action as Necessary: Update on KMFD
- d. Discussion and/or Action as Necessary: Update on Jt. Municipal Court (JMC) – The Village of Vernon did not pass the JMC 2026 budget. JMC Committee has to meet in 15 days to get it resolved, or the budget will remain the same as 2025.

**Trustee Hall** – Mike, you need to talk to Village of Vernon and find out why they didn't approve.

- e. Discussion and/or Action as Necessary: Consideration of appointing one board trustee and one citizen to a possible referendum committee for the Kettle Moraine Fire Department.

**Trustee Hall** – Recommendation from Fire Chief to KMFD, now Chief Nottling is not sure referendum is the way to go – I don't feel we should vote on this since we don't have enough information.

**Trustee Samuels** – I disagree. We need to invite citizens to participate and volunteer.

**Trustee Hall** - this should be a topic of discussion for KMFB, and we need more information.

**Trustee Samuels** - we need to be proactive.

**Trustee McCormack** – my new neighbor was a Milwaukee Fire Chief and expressed interest in the roll. **No action taken**

- f. Discussion and/or Action as Necessary: Consideration of appointing one board trustee to initiate discussions regarding the Intermunicipal Agreement with the Town of Eagle and Village of Eagle.

Trustee Hall – We need to get the three municipalities to sit down and negotiate the KMFD percentages to get the breakdown to a fair and equitable percentage rate for all those participating? Discussions should be held sooner vs. later.

Trustee Schroeder motioned to appoint Trustee Harmann as the lead for the Village of North Prairie, second by Trustee Hall. Trustee Harmann agreed to take the lead. Discussion: Trustee Hall stated that the fire board meets next and President Miresse need to express that we have a person representing our board ready to open communications. Trustee Miresse stated he would send an email as he won't be able to attend the next KMFB meeting next week, **motion carried, 7/0.**

### **13. PUBLIC WORKS COMMITTEE**

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items - No Meeting

### **14. COMMUNICATION & PERSONNEL COMMITTEE**

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.  
Trustee Hall thanked Administrator Etten for doing a good job. We will be working on updating policies, handbooks, the ordinance for chickens, and job descriptions in 2026.
- b. Discussion and/or Action as Necessary: Motion to go into closed session pursuant to WI State Statue § 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in histories or data, or involved in such problems or investigations, specifically to consider the medical history of Police Chief Tamez. –  
Trustee Hall - We don't need to go into a closed session based on recent retirement/resignations of the police chief – **no action taken.**
- c. Motion to reconvene into open session – **no action taken.**

- d. Discussion and/or action: Any items brought forward from closed session – **no action taken.**

## **15. FINANCE COMMITTEE**

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items. – Trustee Schroeder stated, we will be adding a second meeting for finance.
- b. Discussion and/or Action: Review and approval monthly bills and payroll – Trustee Schroeder motioned to approve the monthly bills, payroll, and payroll liabilities as presented, Ck #20438 – 20503 totaling \$86,462.22, second by Trustee Hall, no further discussion, **motion carried, 7/0.**
- c. Discussion and/or Action: Recommended changes to the 2024 Fee Schedule, with an implementation date of 01/01/26 – Trustee Schroeder listed the three recommended increases to the fee schedule.
- d. Discussion and/or Action: Resolution 2025-05R, recommended for the 2026 Fee Schedule changes – Trustee Schroeder motioned to approve Resolution 2025-05R to amend the fee schedule as presented, second by Trustee Hall, **motion carried, 7/0.**
- e. Discussion and/or Action: Review of 2024 Final Audit as presented by Bauman Associates. – **No Action**

## **16. Motion to Adjourn – Trustee Hall motioned to adjourn at 8:57 PM, second by Trustee Schroeder, motion carried, 7/0.**

Personnel matters are not an appropriate subject for this forum and should be referred to the Village Office. Any comments which may violate the individual rights of an employee and/or representative of the Village will not be permitted. It is possible that members or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting(s) other than the governmental body specially 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.

Submitted by:  
Evelyn Etten, Administrator/Clerk/Treasurer  
December 2, 2025