

**VILLAGE OF NORTH PRAIRIE
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE
MEETING MINUTES
NORTH PRAIRIE MUNICIPAL CENTER, 130 N HARRISON STREET, NORTH PRAIRIE, WI 53153
November 14TH, 2025 AT 7:00 A.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: **Committee meeting to order at 7:00 a.m.**
1. Roll Call: **Trustee Schroeder, Trustee Samuels, and Trustee McCormack. Also Present: North Prairie Village Administrator two current North Prairie Officers along with one resident.**
2. Public Comment.

At the sole discission 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**
3. Police
 - a. Discuss the structure of the PD and administrative responsibilities for the balance of 2025 and moving forward in to 2026: **The Committee held an extensive discussion regarding the structure of the Police Department for the remainder of 2025 and into 2026. The Chair noted recent resignations and emphasized the need for stability during the transition to new leadership. The Committee identified four immediate priorities: establishing an interim leadership model, ensuring clerical coverage, stabilizing the patrol roster, and improving communication with all officers. It was reported that two part-time officers are expected to resign or greatly reduce their availability, while two new officers have completed the hiring process and are nearly ready to begin. The Committee agreed that retaining a core group of dedicated officers, along with onboarding these new hires, is essential to carrying the department through the transition. A significant portion of the discussion focused on the department's administrative workload. The Committee reiterated concerns that administrative hours in North Prairie appear disproportionately high compared to similar departments. Comparisons were made to the Eagle Police Department, where the Chief reportedly handles most administrative tasks with limited assistance despite managing more patrol hours and issuing significantly more citations. The Committee also discussed challenges relating to RMS and TRACS systems, noting that the Police Clerk is the only staff member who is fully proficient in state reporting, ticket processing, and record management. The two senior part-time command officers explained that RMS proficiency declines for officers who use the system infrequently, which contributes to the overall administrative burden falling heavily on the Police Clerk. The Committee also reviewed organizational structures used by neighboring departments and agreed that North Prairie's historic structure—which included both a Chief and an Assistant Chief—may have been too top-heavy for a department of this size. The two senior officers advised that formally appointing an Interim Chief on December 1 would trigger state audits and administrative requirements that would later need to be repeated when a permanent Chief is hired. Instead, they recommended adopting a shared Acting Department Head**

model during the transition. Both officers expressed willingness to serve in this shared role, provided the Police Clerk remains employed to ensure administrative continuity. When the Police Clerk joined the discussion, the Committee formally requested that she extend her employment through December 31, 2025, up to 32 hours per week, with the possibility of month-to-month extensions thereafter. She agreed to consider the request and provide an answer the following Tuesday. The Committee emphasized that her institutional knowledge is vital for meeting state requirements and supporting the acting leadership team. The Committee also reviewed wage levels and unanimously approved increasing part-time officer wages to \$34.00 per hour, establishing the acting leadership team wage at \$35.50 per hour, and increasing the Police Clerk's hourly wage to \$30.00 per hour, all effective November 1, 2025.

There were three motions during this discussion.

Motion: To offer an extension to the Police Clerk's employment through the end of December, working up to 32 hours per week, with the understanding that her continued employment will be evaluated on a month-to-month basis for potential extensions in connection with the transition plan and acting department head structure. **Second:** Trustee Schroeder. **Vote:** Motion carried by unanimous voice vote.

Motion: To extend an offer to the two senior part-time officers to serve as Acting Department Heads, contingent upon their final decision after discussion with the Police Clerk; and that, in the interim, the captain will serve as the highest-ranking officer in the department. **Second:** Trustee Schroeder. **Vote:** Motion carried by unanimous voice vote.

Motion: That, effective November 1, wages be adjusted as follows: patrol officers increased to \$34.00 per hour; Acting Department Heads set at \$35.50 per hour; and the Police Clerk's wage increased to \$30.00 per hour. **Second:** Trustee Schroeder. **Vote:** Motion carried by unanimous voice vote.

- b. Discuss with the Chief and direct him to provide a detailed outline of all reports required throughout the year, all deadlines and filing dates for any required information that goes to the state, county, any other entity, etc. required of the Police Department. Including anything related to grants or funding: **Because both the Chief and Assistant Chief are resigning, the Committee acknowledged that the earlier plan to obtain a full outline of required state, county, and grant-related reports from the Chief must shift to the new acting leadership team. The Committee directed the two senior officers, working collaboratively with the Police Clerk, to compile a complete list of required reporting tasks, deadlines, and compliance filings. This information will be used to create a permanent administrative procedures packet so future leadership transitions are smoother and institutional knowledge is preserved. No formal motion was taken, but the directive stands as an ongoing expectation.**
- c. Discuss / Action as required: Discussion regarding maintenance work done on Village squad cars: **The Committee reviewed recent maintenance performed on a Village squad car at Hanson's. The vehicle had been taken in due to braking noise, and Hanson's advised immediate brake service and replacement of all four tires, noting that the existing tread was down to approximately 3/32", which they considered unsafe for a police vehicle heading into winter. While the brake work had been approved, tire replacement had not yet been authorized, and the vehicle remained at the shop without clear direction. After contacting Hanson's, the Village Administrator confirmed that the recommended tires were available at a government-rate price of approximately \$657 for four tires, including**

mounting and balancing, plus \$89 for a front-end alignment. The Committee expressed concern that the squad had been left in limbo and agreed that a patrol vehicle should not return to service with tread at that level, particularly during winter. The consensus was that when a trusted vendor identifies a safety issue, the Village should act promptly. The Committee directed the Village Administrator to authorize the tire replacement and alignment immediately and to ensure that the vehicle is returned to service only after all safety-related maintenance is completed.

4. Adjourn: **Meeting adjourned at 8:52 am.**

November 14th, 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.