

VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
December 11, 2025 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **CALL TO ORDER** – President Miesse called the meeting to order at 6:32 P.M.
2. **ROLL CALL** – President Miresse, Trustee Samuels, Trustee Schroeder, Trustee McCormack, Trustee Hall, Trustee Lampe, and Trustee Harmann.
3. **PLEDGE OF ALLEGIANCE**
4. **CONFIRMATION OF PROPER NOTICE OF MEETING** – Administrator Etten confirmed the proper notice of the meeting on the village website and three village bulletin boards.
5. **APPROVAL OF VILLAGE BOARD MINUTES:** November 13, 2025 - Public Hearing & Village Board Meeting, November 18, 2025 - Special Village Board Meeting, and December 9, 2025 – Special Village Board Meeting. Trustee Schroeder motioned to approve the minutes for November 13th, November 18th and December 9th as presented, second by Trustee Hall. Discussion – Trustee Samuels requested a change on page four of the November 13th minutes, to state the Village of Eagle's police department structure should reflect a full-time Chief and Detective, not an Assistant Chief. Trustee Schroeder amended his motion to include the change to page four as noted by Trustee Samuels, Trustee Hall amended her second, no further discussion, **motion carried, 7/0.**
6. **REPORTS:** Building Inspector, Fire, Police and Public Works Department. – Trustee Samuels asked Chief Nottling for update with Palmyra EMS. Chief Nottling stated it's going well; he has a weekend sign-up sheet. Discussion was held regarding the referendum, fire fees, and for clarification on the intent of a committee being formed regarding research and the members included.
7. **RECOGNITION OF STAFF:** Salvadore Tamez, Terry Tesch, and Melissa Rabay – On behalf of the full board, President Miresse recognized Chief Tamez, Assistant Chief Tesch, Police Clerk, Melissa Rabay for their years of dedication and service to the Village of North Prairie. Chief Tamez and Assistant Chief Tesch were presented with awards and the board wished them well in their retirements. The public was able to enjoy cake and cookies while sharing their gratitude.
8. **PUBLIC COMMENTS:** - (No official action will be taken under Public Comment).
Note: Comments should be limited to 3 minutes per resident. Please state your name before speaking.

Trustee Samuels motion to open the meeting to public comment, second by Trustee Schroeder, **motion carried, 7/0.**

Debbie Carassco-Zanini – Mentioned that she doesn't know if residents with fire hydrants on their property should be shoveling out the fire hydrant. She would like to see either an ordinance or some type of communication to make residents aware of this. Several people mentioned posting it on Facebook. When asked how much should be shoveled away from the hydrants, Chief Nottling replied, a five-foot radius would be very helpful and appreciated. When we get the amount of snow we did for the first snowfall, it is hard to locate the hydrants in the event of an emergency.

Brad Beglinger – Asked the fire chief if he could define "Fire Base Fee." Chief Nottling provided a definition and that no one is exempt from paying it.

John Hinz-Taylor – Thanked the Police Chief, Assist Chief and Police Clerk for their years of service. He also would like to volunteer to be a citizen on a committee to help the village board with the fire department's research.

Trustee Hall motion to close public comments, second by Trustee Samuels, **motion carried, 7/0.**

9. VILLAGE PRESIDENT

- a. Report to the Board
- b. Discussion and/or Action as Necessary: KMFD Fire Fee Research Committee Member Appointment – President Miresse motion to appoint Trustee Harmann as the Village of North Prairie representative on the EMS/Protective Services committee, second by Trustee Samuels. Trustee Harman accepted this assignment. Discussion – several members of the board felt the committee should have a citizen representative (or two) with a strong financial background and someone who is not sitting on a board/political seat. Chief Nottling agreed. No further discussion - **motion carried, 7/0**

10. VILLAGE ADMINISTRATOR/CLERK/TREASURER

- a. Report to the Board – Administrator Etten gave her monthly report.
- b. Discussion and/or Action as Necessary: November 2025 financials were presented. Discussion as to why some revenue wasn't reflected yet. Administrator Etten stated that it was just entered in November, and the taxes are recognized by a journal entry at the end of the year. The revenue will be reflective in December's financial reports.
- c. Discussion and/or Action as Necessary: Review and approval of Poll Workers List for 2026 elections. - Motion by Trustee Samuels, second by Trustee Harmann, no discussion, **motion carried, 7/0.**

11. PUBLIC SAFETY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items – Trustee Harmann said he had a discussion with President Rich Spurell, Village of Eagle and Chair Chris Mommerts, Town of Eagle, regarding the percentage splits for KMFD and their response was until we have discussions about fire fees, there is no point in discussing the percentage splits. Trustee Hall disagrees with this logic as it is a finance issue that this board needs to determine what is best for its citizens.
Trustee McCormack – Court is going smoothly and The Village of Vernon agreed to the budget, which allowed everyone to move forward with their municipal budgets.
- b. Discussion and/or Action as Necessary: Update on North Prairie Police Dept. Analysis 2025 - Trustee Schroeder – no update now but will have full 2025 information. There will be another informational meeting on January 20, 2026, at 6:00pm, for the Village residents. In the interim, current Village of North Prairie officers Captain Timm and Lieutenant Lipovsek, who are both present tonight, will be acting as department leads. Lieutenant Lipovsek wanted the public to understand that they are sharing the administrative duties based on what their full-time schedules allow. One of them should always be available.

12. PUBLIC WORKS COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items - Trustee Samuels stated at the last committee meeting they talked about the potential sale of the 2007 Chevy pickup truck, capital assets lists (short

and long term), the repair or disposal of the bleachers that are bad, and the interest to rent the baseball diamond and possible concession stand from Land O' Lakes baseball team and Legacy Ball Club. No action taken.

13. COMMUNICATION & PERSONNEL COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda.

Trustee Hall – stated that they didn't meet this month, but the next meeting is January 7, 2026, at 4:00pm. Agenda items will be discussing (FT) employee health insurance, PTO, and fire hydrant clearing.

14. FINANCE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action: Review and approval monthly bills and payroll - Trustee Schroeder motioned to approve the monthly bills and payroll covering check #20504-20567, in the amount of \$85,163.02, second by Trustee Harmann, no discussion, **motion carried, 7/0.**
- c. Discussion and/or Action: Village Administrator/Clerk/Treasurer unused PTO time from 2025 - Trustee Hall asked to postpone this item to the next meeting since the finance committee did not have time to address the issue in committee.
- d. Discussion and/or Action: Full-Time employee health care options and health care stipend. Trustee Schroeder motioned for the board to approve up to \$1,800 additional stipend for the month of January towards the increase cost of monthly insurance premium for the two full-time employees, second by Trustee Hall. Trustee Hall suggested we reach out to the League of Municipalities regarding health insurance costs and how other municipalities deal with insurance issues. No further discussion, **motion carried, 7/0.**

- 15. Motion to Adjourn** - Trustee Hall motioned to adjourn the meeting at 8:15 PM, second by Trustee Harmann, **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 19, 2025