

**VILLAGE OF NORTH PRAIRIE
PUBLIC HEARING & VILLAGE BOARD MEETING
January 8, 2026, 6:30 p.m.
130 N. Harrison St., North Prairie, WI**

1. **CALL TO ORDER** - Administrator Etten called the meeting to order at 6:30 PM.
2. **ROLL CALL** - Present: Trustee McCormack, Trustee Samuels, Trustee Schroeder, Trustee Lampe, Trustee Harmann, and Trustee Hall. Absent: Village President Miresse. Trustee Schroeder motioned to appoint Trustee Hall as the president for tonight's meeting only, second by Trustee Samuels, **motion carried 6/0**.
3. **PLEDGE OF ALLEGIANCE RECITED**
4. **CONFIRMATION OF PROPER NOTICE OF MEETING** - Administrator Etten confirmed the meeting was properly posted. She noted a correction to the year on the agenda should read 2026, not 2025.
5. **ANNOUNCEMENT OF CLOSED SESSION** – Trustee Hall announced the Board will be going 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 per Employee Benefits Package.
6. **APPROVAL OF VILLAGE BOARD MINUTES** - Trustee Samuels noted a correction in section 9. Trustee Hall motioned to approve the December 11, 2025, minutes as amended, seconded by Trustee Harmann. **Motion carried 6/0**.
7. **REPORTS:**
 - Fire Department Report** - Fire Chief Dan Nottling read his written report to the Board.
 - There was discussion about the challenges with EMS staffing coverage. Chief Nottling explained that the department is required by DHS to provide 24/7 scheduled coverage 365 days a year. When staff isn't scheduled, they rely on temporary agreements with other departments which are now becoming harder to secure. Western Lakes quoted \$3,600 for 24-hour ambulance coverage (2-person BLS crew), while Palmyra quoted \$1,500.
 - The Board expressed concern that despite increasing contributions from the Village of North Prairie to the fire district, they seem to be in more dire straits than before. Chief Nottling noted he has been vocal about staffing issues for over a year and had proposed a 100% budget increase for full-time staffing.
 - Trustee Harmann asked about mutual aid calls and Chief Nottling clarified the difference between mutual aid (which is for additional help when they have staff) versus when they need coverage because they have no staff available at all.
 - Police Department Report** - Officer in Charge, Brad Timm, presented the monthly police report. Trustee Schroeder questioned the patrol hours listed (260.75), which was significantly higher than previous months. OIC Timm explained that the number included training hours and administrative hours that should be separated out and agreed to provide a clearer breakdown in future reports. OIC Timm confirmed the department is scheduled well and that Officer Welhouse is nearly done with training and will soon be on her own.
8. **PUBLIC COMMENTS** – Trustee Hall motioned to open for public comments, seconded by Trustee Samuels. **Motion carried, 6/0**.

John Russell, PVWT Trustee mentioned the new website for PVWT and that the annual meeting will be held in April. He reported that samples from well number 2 are 100% PFAS-free and it will be hooked up to the system in February. The water tower will need painting and coating, which will require strict water restrictions as they'll have a bulk supply of water that will also be needed to serve the fire department.

Trustee Hall motioned to close the meeting for public comments, seconded by Trustee Harmann. **Motion carried, 6/0**.
9. **PUBLIC HEARING** – To consider a proposed amendment to the Village's Comprehensive Plan, adopted April 23, 2009 (“The Plan”); specifically Map #7 of the Land Use and Transportation Plan, which is part of the Plan by changing the land use designation of the parcels identified as Tax Key #GNT1565.997 and #GNT1565.998, located on County Highway ZZ (collectively, the “Properties”) in North Prairie from Industrial to Residential.

The Village's current comprehensive land use plan designates the area as industrial, but the Kipps have indicated they will not be turning it into industrial and would like its use to remain residential and/or agricultural.

a) **Discussion and/or Action as Necessary: Village Board comments on the proposed amendment to the Comprehensive Plan** - No comments were made by board members.

b) **Public comments on the proposed amendment to the Comprehensive Plan** - No public comments

c) **Discussion and/or Action as Necessary: Ordinance #2026-01 amending the Village's Comprehensive Plan** - Trustee Samuels suggested capitalizing some letters for consistency in the document. Trustee Hall motioned to approve Ordinance #2026-01 amending the Village's Comprehensive Plan; seconded by Trustee Schroeder. **Motion carried, 6/0.**

10. VILLAGE PRESIDENT

a) **Report to the Board** – Trustee/Chair Hall reported that the Village of Eagle was also meeting tonight to consider terminating the fire district contract.

b) **Discussion and/or Action as Necessary: Report from previous KMFB meeting.** - Trustee Hall expressed concerns about why the fire district has not conducted an audit since its inception, despite budgeting \$10,000-\$15,000 annually for audits. She suggested trustees should email their fire board representatives asking why audits were not being done. The Village's representatives are President Miresse and citizen member, Chuck Woods. **No action taken.**

c) **Discussion and/or Action as Necessary: Radio grant update** - OIC Brad Timm stated there is a grant opportunity for police radio upgrades. The current radios are obsolete, with handhelds purchased in 2014 that reached end-of-support in 2023. OIC Timm recommended requesting a grant for two mobile radios for squad cars and two or three handheld radios, at an estimated cost of \$40,000-\$50,000. The grant would cover 80% and the Village would be responsible for 20%. Installation costs would not be covered by the grant. The Board discussed the application requirements, which includes Resolution 2026-01 indicating commitment to the funding. Trustee Hall motioned to approve Resolution #2026-01, seconded by Trustee Samuels. **Motion carried, 6/0.**

11. VILLAGE ADMINISTRATOR/CLERK/TREASURER

a.) **Report to the Board** - Administrator Etten submitted her written report.

b.) **Discussion and/or Action as Necessary: Financial Reports for December 2025.** Trustee Samuels asked about the cable franchise fee which appeared to be behind in payments. Administrator Etten explained they are paid quarterly and the December bank statement has not yet been reconciled yet. Trustee Samuels also mentioned that she had submitted additional information for the LRIP grant funds, which should have resulted in the Village receiving approximately \$31,000. Administrator Etten stated that she has not been notified by DOR as of yet.

12. PUBLIC SAFETY COMMITTEE

a.) **Report on discussion or action taken at previous meetings, reports, or future agenda items** - There would be a public informational meeting on January 20th regarding the police department, with a committee meeting scheduled for January 14th at 5 PM to prepare.

b.) **Discussion and/or Action as Necessary: Update on North Prairie Police Dept** - Trustee Schroeder mentioned again that the training time should be broken out from patrol hours reported. **No action taken.**

c.) **Discussion and/or Action as Necessary: Update on the KMFD governance and representation, cost sharing methodologies, and referendum** – Trustee Schroeder reported that the usage percentages for the fire district remained steady, with North Prairie at approximately 25.5%, the Village of Eagle at 31%, and the Town of Eagle at 43.5%.

d.) **Discussion and/or Action as Necessary: Update on the Joint Municipal Court** - Trustee McCormack noted there had been discussions about possibly removing the Village from the court. The Finance Committee will be addressing this at an upcoming meeting. **No action taken.**

13. PUBLIC WORKS COMMITTEE

a.) **Report on discussion or action taken at previous meetings, reports, or future agenda items.** Trustee Samuels reported that the committee met on December 17th and covered the following items:

- LRIP grant for 2026-27 needs to be submitted by January 15, 2026
- Working on a recycling grant ordinance that must be completed by April 30, 2026
- Continuing work on various agreements.

b.) **Discussion and/or Action as Necessary: Sale of the DPW 2007 Chevy Pickup Truck.** DPW Supervisor Reed indicated the Village could sell the 2007 Chevy pickup truck since they now have the 4-door Dodge for snow plowing. The pickup truck could potentially bring in \$4,000-\$7,000. Trustee Samuels motioned to authorize the sale of the DPW 2007 Chevy

pickup truck to be listed on the Wisconsin surplus site as soon as possible, seconded by Trustee Harmann. **Motion carried, 6/0.**

c.) **Discussion and/or Action as Necessary: Review 2026 contracts with the NPAA, Legacy of Mukwonago, and the Prairie Village Water Trust.** Trustee Samuels motioned the Board approve the 2026 North Prairie Athletic Association (NPAA) field use agreement with the Village, seconded by Trustee Lampe. **Motion carried, 6/0.**

Legacy of Mukwonago Contract: Legacy has not provided their dates yet. They expect to have 22-25 potential dates, up significantly from last year's 7 dates. **No action taken.**

Prairie Village Water Trust - Lawn Mowing Contract: Trustee Samuels motioned to approve the 2026 contract for lawn mowing with Prairie Village Water Trust with an increase from \$55 to \$60 cost per mowing, seconded by Trustee Harmann. **Motion carried 6/0.**

Prairie Village Water Trust - Snow Removal Contract: Trustee Samuels motioned to approve the 2026 contract for snow removal and salting with Prairie Village Water Trust with charges of \$90/plow and \$150/ton of salt, seconded by Trustee Hall. **Motion carried 6/0.**

d.) **Discussion and/or Action as Necessary: Review of the DPW 7-Yr. Road Improvement and Short/Long-Term Capital Purchase Plan. Discussion only; no action taken.** Trustee Samuels presented a road improvement plan she is developing in preparation for the LRIP grant application. She has concerns that the Village continues to fall behind on road maintenance, noting that the project completed in 2025 was originally scheduled for 2020, then pushed to 2022, and finally completed in 2025. Samuels suggested potentially bringing in Ehlers and Associates, a financial consulting firm, to evaluate options for financing road projects in a more comprehensive way, as she had heard the Town of Mukwonago had done this successfully. Trustee Samuels motioned to open the meeting to public comment, seconded by Trustee/Chair Hall, **motion carried 6/0.**

Citizen John Russell stated that "Wolbach" was paving Hwy 59 and maybe we should do some of our roads in conjunction with them to save money.

Trustee Samuels motioned to closed public comment, second by Trustee Harmann, **motion carried, 6/0.**

e.) **Discussion and/or Action as Necessary: Ruckert & Mielke quote regarding the Village being in Non-Compliance with MS4 and costs associated -** Trustee Samuels reported that DPW Director Reed had participated in meetings with the county, DNR, and training with Ruckert & Mielke regarding MS4 compliance. Village received a non-compliance letter from the State indicating items that need to be addressed by March 31, 2026. Samuels has been working with DNR representatives who provided templates and guidance. She stated that Ruckert & Mielke will complete the annual MS4 report (which costs \$2,250 that was not budgeted) and Village staff will handle the compliance items internally. **No action taken.**

14. COMMUNICATION & PERSONNEL COMMITTEE

a.) **Report on discussion or action taken at previous meetings, reports, or future agenda.** Trustee Hall reported that the committee is exploring options for AI programs to simplify document preparation.

b.) **Discussion and/or Action as Necessary: Ordinance #2026-02 regarding Snow and Ice removal.** Trustee Samuels expressed concern about the Village's equipment for clearing hydrants if staff needs to, noting that DPW staff currently only have shovels for this purpose. She suggested the Village needs to purchase appropriate equipment to handle these tasks efficiently. Trustee/Chair Hall motioned to approve Ordinance #2026-02 regarding snow and ice removal, seconded by Trustee Lampe. **Motion carried, 6/0.**

c.) **Discussion and/or Action as Necessary: Policy regarding Naming of Ordinances, Resolutions, and Policies.** Trustee/Chair Hall motioned to approve the policy, seconded by Trustee Lampe. **Motion carried, 6/0.**

d.) **Discussion and/or Action as Necessary: Administrator/Clerk/Treasurer Etten's attendance at meetings.** Trustee/Chair Hall motioned that the board approve the attendance of Administrator Etten at meetings only if requested by the committee chair, seconded by Trustee Lampe. **Motion carried, 6/0.**

15. FINANCE COMMITTEE

a.) **Report on discussion or action taken at previous meetings, reports, or future agenda items.** Trustee Schroeder reported that the Finance Committee would be adding an additional monthly meeting. Next meeting scheduled for January 24th at 7:30 AM.

b.) **Discussion and/or Action as Necessary: Review League Insurance – Coverage changes to policy –** no action or discussion held; item postponed.

c.) **Discussion and/or Action as Necessary:** Trustee/Chair Hall motioned 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 per Employee Benefits Package, second by Trustee Lampe. **Roll Call Vote:** Ayes: Trustee McCormack, Trustee Samuels, Trustee Lampe, Trustee Harman, Trustee/Chair Hall; **Motion carried 5-0-1, with Trustee Schroeder abstaining**

d.) **Discussion and/or Action as Necessary: Reconvene into open session.** Trustee Hall motioned to reconvene into open session, second by Trustee Samuels. **Roll Call Vote:** Ayes: Trustee McCormack, Trustee Samuels, Trustee Lampe, Trustee Harman, Trustee/Chair Hall; Abstained: Trustee Schroeder. **Motion carried 5-0-1, with Trustee Schroeder abstaining.**

e.) **Discussion and/or Action as Necessary: Any items brought forth from closed session –** Trustee Hall motioned to approve an additional payment per month to DPW Director Reed in the amount of \$1,088.42 through June 30, 2026, provided he is still employed by the Village and provided the health care subsidy is not reinstated, seconded by Trustee Samuels. **Motion carried 5-0-1 with Trustee Schroeder abstaining.**

f.) **Discussion and/or Action as Necessary: Review 2024 Final Audit and Governance Acceptance Letter -** The board had previously approved the audit. **No action taken.**

g.) **Discussion and/or Action as Necessary: Review and approval monthly bills and payroll.** Trustee Schroeder motioned to approve the monthly bills starting with check number 20568 to 20639 for a total of \$124,442.82, holding back check number 20581 to Associated Appraisal for \$1,987 pending verification by Administrator Etten, seconded by Trustee Hall. **Motion carried, 6/0.**

16. Motion to Adjourn - Trustee Harmann motioned to adjourn the meeting at 8:50 PM, second by Trustee Schroeder, **motion carried 6/0.**

Submitted by:
Evelyn Etten, Administrator/Clerk/Treasurer
December 19, 2025