

VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
March 12, 2026 – 6:30 p.m.
130 N Harrison St., North Prairie, WI

1. **CALL TO ORDER** – The meeting was called to order at 6:30 p.m.
2. **ROLL CALL** – Present: Village President Miresse, Trustees McCormack, Samuels, Schroeder, Lampe, Harman & Hall. Absent: None
3. **PLEDGE OF ALLEGIANCE**

Announcement of Closed Session pursuant to the Wisconsin State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to consider the current and future staffing needs, duties & hiring for the Village of North Prairie Police Department.

4. **CONFIRMATION OF PROPER NOTICE OF MEETING** – Administrator Etten confirmed the proper notice of the meeting.
5. **APPROVAL OF VILLAGE BOARD MINUTES:** February 12, 2026, Village Board Meeting – Trustee Hall motioned to approve the February 12, 2026, minutes with one change to item 12 (b) to change the year from 2027 to 2026, seconded by Trustee Samuels, **motion carried unanimously.**
6. **REPORTS:** Building Inspector, Fire, Police and Public Works Department – no comments or questions.
7. **PRESENTATION: Civic Pride Award** – moved to next month's board meeting.
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 Hall motioned to open the meeting for public comments, seconded by Trustee Schroeder, **motion carried.** Melissa Rabay spoke regarding her current employment situation with the village. Officer Kim Miswald spoke on behalf of Melissa's work efforts, abilities, and need for her continued service in the PD. Trustee Hall motioned to close the meeting to public comment, seconded by Trustee Samuels, **motion carried unanimously.**
9. **VILLAGE PRESIDENT**
 - a. **Report to the Board** – Discussion regarding May meeting date changes –
May 4, 2026 - Finance Committee
May 4, 2026 – Special Village Board Mtg to approve payroll and accounts payable
May 19, 2026 – Regular Village Board Mtg. – 6:30 p.m.
 - b. **Report on Kettle Moraine Fire District** – Fire Deputy Chief Art Rydzik was in attendance. He stated the revised staffing schedule has started, but it's too early to tell any results. The audit is under way. The contract with Palmyra EMS was approved for \$1,500/day/24 hr. shift. This service was utilized once in January. Trustee Hall asked the Asst. Chief Rydzik if he knew why the Village of Eagle had, once again, an agenda item on its 03/12/26 Board meeting agenda for termination of the Intermunicipal agreement? Asst. Chief Rydzik responded that the last time they claimed it was a clerical error and he doesn't why it is on the agenda this time.
 - c. **Discussion and/or Action:** Sale of KMFD Canteen/Auxiliary vehicle – Trustee Hall asked who owns and insured this vehicle, why is it being sold, who sold the last item and who kept the revenue from the last sale of any equipment? Asst. Chief Rydzik stated that the KMFD has insured this vehicle for the last 5 years and believes the vehicle is owned by the Village of North Prairie. As for the sale of the last piece of equipment, it was equipment that Eagle owned at the time of the merger. Upon the sale, Eagle decided to keep the revenue rather than donate the revenue to KMFD. Trustee Hall stated the Finance Committee consider this matter and provide a recommendation to the Village Board. Trustee Samuels motioned to postpone this item until next month, second by Trustee Hall, **motion carried unanimously.**
 - d. **Discussion and/or Action:** Review of John Herbst's CSM for land division adjustment for property located at S63W34393 Piper Rd., North Prairie, WI within the Town of Eagle – Trustee Hall motioned to

approve John Herbst's CSM for land division adjustment for property located at S63W34393 Piper Rd., North Prairie, WI within the Town of Eagle, seconded by Trustee Harmann, **motion carried unanimously.**

- e. **Discussion and/or Action:** Certified Survey Map relating to parcel number GNT 1565.998, which was annexed into the Village on February 12, 2026; Owners - Ashley Neuman, Larry J. Kipp, Cheryl Champine and Joshua Stewart – Trustee Hall motioned to approve Certified Survey Map relating to parcel number GNT 1565.998, which was annexed into the Village on February 12, 2026; Owners - Ashley Neuman, Larry J. Kipp, Cheryl Champine and Joshua Stewart as presented, seconded by Trustee Harmann, **motion carried unanimously.**
- f. **Discussion and/or Action:** Set Public hearing for zoning classification change from R1 to A-T for approximately 27.75 acres of vacant located on Hwy ZZ, being a part of parcel number GNT 1565.998, which was annexed into the Village on February 12, 2026. Property owners are Ashley Neuman, Larry J. Kipp, Cheryl Champine and Joshua Stewart – Trustee Hall stated that a Class 1 notice needs to be published in the Freeman prior to a public hearing. Trustee Hall motioned to approve setting the public hearing for April 9, 2027, seconded by Trustee Samuels; further discussion, asking if 2027 was the correct year, Trustee Hall amended her motion to correct the date to April 9, 2026, Trustee Samuels amended her second, **motion carried unanimously.**
- g. **Announcement of Closed Session** pursuant to the Wisconsin State Statute § 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to consider the current and future staffing needs, duties & hiring for the Village of North Prairie Police Department.
- h. **Motion to go into closed session.** Trustee Hall motioned to go into closed session, seconded by Trustee Schroeder. **Roll Call Vote** – Trustee McCormack – Y, Trustee Samuels – Y, Trustee Schroeder – Y, President Miresse – Y, Trustee Lampe – Y, Trustee Harmann – Y, & Trustee Hall – N. **motion carried 6-1; Ayes – Dan Miresse, Dave Schroeder, Cheri Lampe, Mike McCormick, Donna Samuels, Andy Harmon; Nays – Deb Hall.**
- i. **Discussion and/or Action:** Motion to reconvene in open session. President Miresse motioned to go into open session, seconded by Trustee Samuels. **Roll Call Vote** - Trustee McCormack – Y, Trustee Samuels – Y, Trustee Schroeder – Y, President Miresse – Y, Trustee Lampe – Y, Trustee Harmann – Y, & Trustee Hall – Y, **motion carried unanimously .**
- j. **Discussion and/or Action:** Any items brought forward from closed session – President Miresse motioned to extend Melissa Rabay's resignation to December 31, 2026, seconded by Trustee Lampe, **motion failed 3-4; Ayes Cheri Lampe, Dan Miresse and Andy Harmon; Nays – Mike McCormack, Dave Schroeder, Deb Hall and Donna Samuels.**

10. VILLAGE ADMINISTRATOR/CLERK/TREASURER

- a. Report to the Board – Administrator Ethen mentioned upcoming election timeline for absentee voting.
- b. Discussion and/or Action: Financial Reports for February 2026 – reviewed and discussed.
- c. Discussion and/or Action: Vennture Brew Co., LLC request for Retail Sales Application to serve beer & wine three dates during the Lion's Club Music & Motors events on 6/18, 7/23, 8/20/26 – Trustee Samuels motioned to approve the Vennture Brew Co., LLC request for Retail Sales Application to serve beer & wine during the Lion's Club Music & Motors events on 6/18, 7/23, 8/20/26 as presented, seconded by Trustee Hall, **motion carried unanimously.**
- d. Discussion and/or Action: Class "B"-Beer License application for Rajwinder Singh, N8147 National Drive, Beaver Dam, WI 53916, Sukhdeep Garcha, Agent for the North Prairie Market, LLC, d/b/a Bill's Self Service & Mini Mart, 102 East State Road, North Prairie, WI 53153 – Trustee Hall motioned to approve the request for a Class "B"-Beer License application for Rajwinder Singh, N8147 National Drive, Beaver Dam, WI 53916, Sukhdeep Garcha, Agent for the North Prairie Market, LLC, d/b/a Bill's Self Service & Mini Mart, 102 East State Road, North Prairie, WI 53153, seconded by Trustee Harmann, **motion carried unanimously.**
- e. Discussion and/or Action: Resolution 2026-01 – Creation of two new wards for elections. Trustee Hall motioned to approve Resolution 2026-01 creating two new wards in the village as presented, seconded by Trustee Samuels, **motion carried unanimously.**

11. PUBLIC SAFETY COMMITTEE

- a. Report to the Board – Trustee McCormack updated the board regarding items from the last committee meeting, which most of have already been discussed tonight.

12. PUBLIC WORKS COMMITTEE

- a. **Report to the Board** – Trustee Samuels updated the Board regarding a resident who hasn't responded to our request to clear some trees and brush per the request of the WI Railroad. The Village has informed the railroad of the resident's failure to respond, and we are waiting for a response from the railroad. They have jurisdiction and the ability to enforce the railroad's right of way.
- b. **Discussion and/or Action:** Legacy of Mukwonago's 2026 Baseball Agreement – Trustee Samuels stated there are seven games at \$95/game, with payment in full up front. Trustee Samuels motioned to approve the Legacy of Mukwonago's 2026 Baseball Agreement, seconded by Trustee Schroeder, **motion carried unanimously.**
- c. **Discussion and/or Action:** Repeal ORD#1-94, Garbage Collection/Source Separation and replace with ORD #2026-06, Recycling Ordinance – Trustee Samuels motioned to Repeal ORD#1-94, Garbage Collection/Source Separation and replace with ORD #2026-06, Recycling Ordinance, seconded by Trustee Schroeder. Discussion: Several questions were asked for clarification and to remove specific vendor names and just state "Garbage/Recycling Vendor". Trustee Samuels withdrew her motion to Repeal ORD#1-94, Garbage Collection/Source Separation and replace with ORD #2026-06, Recycling Ordinance, stating she will bring it back to the April board meeting, Trustee Schroeder withdrew his second, **motion carried unanimously.**
- d. **Discussion and/or Action:** Pumpouse repairs – Trustee Samuels stated a leak in an underground water pipe was detected and the pump is not functioning at full capacity, so it has been turned off and users notified. DPW has three or four companies willing to quote the pipe by sleeving or replacement. It was mentioned that if the repairs are under \$25,000, it will require a Class 1 notice and if over \$25,000, a Class 2 notice. No action taken.
- e. **Discussion and/or Action:** Agreement with Envirocon for 2026 landscaping services – The Public Works Committee has decided not to renew this contract this year. We will skip service this year, **no action taken.**
- f. **Discussion and/or Action:** Agreement with Aquatic Biologist for 2026 pond maintenance – Trustee Samuels motioned to approve the Aquatic Biologist for 2026 pond maintenance not to exceed \$2,885.00 for the approved selected services, seconded by Trustee Hall, **motion carried unanimously.**
- g. **Discussion and/or Action:** 2026 Port-a-John services – We received two quotes for service. Our usual vendor was purchased by GFL and they continue to provide the best price. Trustee Samuels motioned to approve the GFL quote for the 2026 Port-a-John services, seconded by Trustee Schroeder, **motion carried unanimously.**
- h. **Discussion and/or Action:** Documentation provided by Ruckert & Mielke for the MS4 permit – Trustee Harmann took charge in bringing us into compliance, reports were filed, **no action taken.**

13. COMMUNICATION & PERSONNEL COMMITTEE

- a. **Report to the Board** – Trustee Hall stated that we have two options in which we can receive assistance with our employee handbook, one being R & R Insurance and the other the League of Municipalities, so she will reach out to get some assistance.
- b. **Discussion and/or Action:** ORD #2026-05 - Setting the number of Village Trustees – It was stated that several municipalities are reducing the number of board trustees from seven to five due to lack of interest from residents to run for board positions. Trustee Hall motioned to approve ORD #2026-05 - Setting the number of Village Trustees to four and one village president, seconded by Trustee Samuels, **motion carried 5-2;** Ayes – Donna Samuels, Andy Harmon, Mike McCormack, Deb Hall and Dan Mirresse; Nays – Dave Schroeder and Cheri Lampe.
- c. **Discussion and/or Action:** Policy #2017-01 – Paid Time Off Policy for Regularly Scheduled Part-Time Personnel with Longevity – Trustee Hall motioned to repeal Policy #2017-01 – Paid Time Off Policy for

Regularly Scheduled Part-Time Personnel with Longevity since it no longer applies to any employee, seconded by Trustee Harmann, **motion carried unanimously.**

14. FINANCE COMMITTEE

- a. **Report to the Board** – Trustee Schroeder stated that he contacted five banks regarding the GO loan amount and rates for the 2026 Paving Projects. Rates ranged from 4.25% - 5.5%, with one bank giving us the best rate at 4.25% for a five-year term, no fees, for a loan amount of \$527,500.
- b. **Discussion and/or Action:** Approval of monthly bills & payroll – Trustee Schroeder motioned to approve the monthly bills and payroll in the amount of \$795,552.45, checks issued were 20716-20773, with three voided checks (#20734/20736) and one over check (#20763), seconded by Trustee Hall, **motion carried unanimously.**
- c. **Discussion and/or Action:** Bank proposals for 2026 General Obligations Loan - Trustee Hall motioned to approve the Citizen's Bank quote of 4.25% for a five-year term, no fees, for a loan amount of \$527,500, seconded by Trustee Schroeder, **motion carried unanimously.**
- d. **Discussion and/or Action:** RES #2026-02 for Garbage/Recycling Fees – Trustee Schroeder requested this item be tabled until the April board meeting.

15. **Motion to Adjourn** – Trustee Hall motioned to adjourn the meeting at 8:39 p.m., seconded by Trustee Harmann, **motion carried unanimously.**

Submitted by:
Evelyn Etten, Administrator/Clerk/Treasurer
April 2, 2026