

MEETING NOTICE AND AGENDA
VILLAGE OF NORTH PRAIRIE
Buildings & Grounds Committee
March 19, 2025
4:00 P.M.
Village Hall, 130 N. Harrison St.-Conference Room

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 and Protective Services 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.)

Call to Order
Roll Call

Approve 2-19-2025 meeting minutes

1. Discuss / Action as required: Possible foot bridge located at Prairie Village Park
2. CDBG Grant discussion for application completion.
3. Discuss / Action as required: Discuss equipment removed (picnic table/park benches, etc.) within various parks and whether to reuse or dispose of.
4. Discuss / Action as required: Prior agenda items update (blinds in clerk office, worksheets for equipment, min-max inventory, etc.)
5. Discuss / Action as required: Ice dam build-up on village hall valleys. Placement of ice removal product.
6. Discuss / Action as required: Pedestrian Paddles for crosswalks on Hwy 59 and Hwy E
7. Discuss / Action as required: Village sale of water and process for reporting.
8. Discuss / Action as required: Possible request of Legacy Sports to use Vet Park large baseball diamond and agreement.
9. Discuss / Action as required: Discuss NPAA items:
 - a. Agreement
 - b. Storage Shed
 - c. Concession sales
10. Discuss / Action as required: Discuss Lining tennis court with Pickleball Lines
11. Discuss / Action as required: Beer Garden and Food Truck in conjunction with Historical Society Functions.
12. Adjourn

March 11, 2025

Donna Samuels, Chair
Cheri Lampe Member
Dave Schroeder, Member

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.

Buildings & Grounds Committee Meeting
Minutes from Feb. 19, 2025
Village Hall, 130 N. Harrison

Call to Order: 4:00 pm

Roll Call: Trustees Cheri Lampe, Dave Shroeder, Donna Samuels: Dave Molitor-DPW

Minutes were provided from Jan. 27, 2025, meeting. Dave S. made a motion to accept as presented. Cheri seconded. **Motion carried.**

1. Discussed Pulverize and repave specs that were reviewed day before by Dave M. and Donna. Donna made a couple phone calls to Brian Naughton, with Payne & Dolan, for some clarity on items within. We will request complete road re-pave for Ferris and Pine Dr. as the first quote and then an option for quote to repave a portion of Ferris and all of Pine. It was determined that we would send advertisements out for bids within the next week and would accept sealed bids until March 31st, 2025, with a meeting to open bids April 8th, 2025, at 5:30.
2. Reviewed the flyer for residents that is required as a part of the recycling grant. A little verbiage changed and a feel we should hold off on sending out until we know for sure the CED recycling is going to take place. Cheri also indicated it would be nice to maybe list the village wide rummage sale on the document. No action needed to take place as this was for review and input. Will be sent upon CED agreement signing by all parties.
3. Reviewed contract dated Sept. 10, 2020, from John's as well as Amendment No. 1 to Agreement. No issues with the contract or the amendment except that we would like to have noted in the Amendment Section 16 is no longer a part of the contract as it is related to Yard Waste which is no longer contracted with John's. We also were questioning if we have insurance information on file as indicated would be in Section 19. Motion was made by Donna to accept amendment 1. Cheri seconded. Donna then amended her motion to request Section 16 removed from the original contract. Cheri amended her second. **Motion carried.** A matter of noting, the Village has 794 units with John's.
4. Brought up discussion about how we handle snow plowing and the number of snow plowers available to the village, on call. At this point we have 2 who are handling our plowing while Dave has been out due to surgery. Neither like/desire to plow at dark which could create an issue is we have a large or heavy snowfall event. It was stated that all drivers are required to have a CDL for the larger trucks and that could pose an issue. The state indicated with a declared emergency you can have a non-CDL licensed driver, but they are required to stay within Village boundaries. Donna to speak to Debbie to confirm CDL requirements and then to look at potentially placing information within Village website and Community Facebook Page indicating the village is looking for "on call" plowing help to see if we could enlarge our pool for drivers. No action taken.
5. Discussed usage contracts for NPAA and those outside of that organization who wish to rent soccer or baseball/softball fields. Donna did provide contact to NPAA for review and received some feedback, see attached document. They will review as a Board and provide any additional feedback. The committee felt we should not change NPAA for usage as long as they wish to set

up soccer and ball diamonds for play. The contract would remain in place for those outside of NPAA who wish to utilize it for select teams or similar. Donna will speak to the NPAA representative to discuss this. No motion was taken at this time.

6. Discussed funds in budget for work on ball diamonds and diamond mix. The primary field in need of work is the 90' baseball diamond. We have had a request from Legacy Sport Mukwonago to rent the diamond about 6 times in 2025. Donna spoke to Steve Plochocki about usage and that we were looking to do work on the diamond. It wasn't sure of timing or availability of diamond. It was discussed and determined, at the committee, that we would rent to them but will not be doing any cutting of lips, edging, grading and seeding until fall as that would be the most appropriate time of year for success. Donna made a motion to rework diamond and notify Legacy Sports of our decision to rent but hold off on work until fall. Dave S. seconded the motion. **Motion carried.**

7. Donna and Dave M. met at the DPW on 2/18/25 and reviewed product inventory and Dave is going to put a scheduled (Min-Max) of all products together. This will help as we move forward with the new employee to understand usage and when to potentially reorder. Dave indicated he will be working to put that together. No action needed.

8. Discussed and reviewed quotes for blinds in Admin/Clerk/Treas. Office. It was decided to not have stepped blinds as there are chairs next to lower windows where people would rock back or push chairs into blinds and damage. We felt some type of window tint would be better for those two bottom windows and on the door. Blinds would then be all one length, gather on the right (by the door to office and close to the left. They will close all the way to the cabinets with that window, to start with, being left as is as cabinet blocks the view into the office area. Blinds can be open, shut for privacy when the office is not open to the public or for sun shining into the office, creating issues. We had two quotes, one from 3 Day Blinds at approximately \$1,455 and one from Collaborative Design for approximately \$1050. Cheri indicated concern with Collaborative Design as they were not good at communicating or timeliness in getting information back to her. 3 Day was very good at getting information back and communicating. Evie and Nancy to make the final decision on type of tinting product and color for vertical blinds to move things forward. Donna made a motion to move forward with blind and tinting of windows to Clerk office with project budget not to exceed \$1,500 with funds coming from interest from ARPA funds. Cheri seconded motion. Donna confirmed Evie had indicated there was about \$4000 in interest in ARPA Funds. The purchase of these blinds had been included in the motion a couple months back at the Board meeting when it was agreed to purchase voting machines with balance of ARPA funds. Frank R. asked if blinds could be included with ARPA funds. No further discussion. **Motion carried.**

Donna made a motion to adjourn at 6:10. Seconded by Dave S. **Motion carried.**

Respectfully submitted,

Donna Samuels
Buildings & Grounds Chair