

VILLAGE OF NORTH PRAIRIE
Village Board Meeting
December 12, 2024 – 7:00 p.m.
Municipal Center – 130 N Harrison St.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting**
5. **Approval of November 14, 2024 – Village Board Meeting Minutes**
6. **Reports:** Building Inspector, Fire, Police, and Public Works Department

7. **PUBLIC COMMENT** – (No official action will be taken under Public Comment)
Note: Comments will be limited to 3 minutes per resident

8. **Public Hearing regarding Amending the Zoning Code of North Prairie Chapter I – 1 Industrial Zoning District Section 4.10 (10)**
 - a. Motion to open the Public Hearing
 - b. Public Comments on the proposed zoning amendment
 - c. Motion to close the Public Hearing

9. **VILLAGE PRESIDENT**
 - a. Report to Village Board
 - b. Discussion and/or Action as Necessary: Approval of Ordinance **2024-Z01** to Amend the Zoning Code of North Prairie Chapter I-1 Industrial Zoning District Section 4.10 (10).
 - c. Discussion and/or Action as Necessary: Approval of offer of employment to Evelyn Effen to serve as the Administrator/Clerk/Treasurer for the Village of North Prairie
 - d. Discussion and/or Action as Necessary: Approval of termination of contract with Evelyn Effen to serve as the Administrator/Clerk/Treasurer for the Village of North Prairie
 - e. Discussion and/or Action as Necessary: Changing the beginning time of monthly Village Board meeting from 7:00 p.m. to 6:30 p.m.
 - f. Presentation of Civic Pride Award to Gary Nickerson posthumously

10. **VILLAGE ADMINISTRATOR/CLERK/TREASURER**
 - a. Report to the Village Board
 - b. Discussion and/or Action as Necessary: Approve the remaining ARPA fund to be used to purchase an additional ExPress Vote voting machine and Badger Books i-Pads

- c. Discussion and/or Action as Necessary: Approve Resolution No. R09-2024 – Authorized Signature for withdrawal and disbursement of funds from all Village designated depositories.
- d. Update on Election deadlines for Spring 2025 Election

11. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE (Police, Fire, Municipal Court)

- a. Report on discussion and/or action taken at previous meetings, reports or future agenda items
- b. Discussion and/or action regarding the safety and security of the Village Clerks office during court
- c. Discussion and/or action regarding the costs or future costs charged to the Municipal Court and other communities that use the Village of North Prairie's facilities
- d. Discussion and/or action regarding the costs or future costs charged to the Municipal Court and other communities that use the Village of North Prairie's facilities
- e. Discussion and/or action regarding the posted hours of the Municipal Court on our Village Hall and the recent issues of irritated citizens trying to make payment to the Municipal Court when they are not there during posted hours of operation

12. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE (Streets & Roads, Parks, Community Center, Civic Pride)

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Snow Removal Policy

13. PERSONNEL & POLICY COMMITTEE

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

14. FINANCE & FEE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action as Necessary: Review and approve monthly bills and payroll.

15. Motion to Adjourn

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 of possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above state meeting to 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.

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
November 14, 2024**

Call to Order

The meeting was called to order by President D. Hall at 7:00 p.m. in the Village Municipal Center.

Roll call was taken with the following members present:

Village President Deb Hall, Amber Pellegrino, Dave Schroeder, Frank Rewasiewicz, Donna Samuels and Mike McCormack

Absent: Trustee Cheri Lampe - excused

Also Present: Police Chief Salvador Tamez, Administrator-Clerk-Treasurer Evelyn Etten, Contracted Clerk Nancy J. Zastrow and several residents.

Pledge of Allegiance

The pledge was recited by those present.

Approval of October 21, 2024 – Special Board Meeting Minutes

Trustee Samuels moved, seconded by Trustee Pellegrino to approve the October 21, 2024 minutes as presented. Motion carried 6-0-1.

Public Hearing regarding 2025 Village of North Prairie Budget and setting of tax levy.

Motion to open the Public Hearing

President Hall moved to open the public hearing at approximately 7:06 pm and second by Trustee Rewasiewicz. Motion carried.

Public Comments on the proposed 2025 Village of North Prairie Budget

John Heinz Taylor – 318 N. Main Street – He addressed the board stating he had heard the board was considering a garbage collection fee. President Hall responded this was not built into the 2025 budget.

Debbie Carrasco-Zanini – 212 Corby Drive – She asked about offering yard waste removal, what are residents supposed to do with the yard waste? President Hall stated they looked into it a few years ago and it was quite expensive.

Ms. Carrasco-Zanini also inquired about the status of the police department and possibly disbanding. President Hall responded this is not true. The board is looking at what works best, but not any serious discussions at this time.

There were no other comments.

Village Board Comments on the proposed 2025 Village of North Prairie Budget

President Hall stated the board members have the budget summary.

Trustee Samuels applauded the finance committee for bringing a balanced budget. She noted from being a citizen to being on the board this process went very smoothly.

There were no further comments from the board.

Motion to close Public Hearing

President Hall moved, second by Trustee Pellegrino to close the public hearing at approximately 7:12 pm. Motion carried.

Reports: Building Inspector, Fire, Police and Public Works Departments.

Not all reports were distributed to the board members. They asked that they be sent prior to the meeting.

Chief Nottling was in attendance and asked to address the board. President Hall moved, second by Trustee Samuels to suspend the rules to allow Chief Nottling to address the board.

The Chief reported that the department had 477 calls for service in the district. One of the rigs has been out of service for seven months and is now at Reliant to figure out the problems. Truck 35 is out of service it blew a seal – Fire Service Inc. is doing the repairs. All other apparatus is in service.

He also explained they now have a night schedule from 6:00 pm – 6:00 am with two people dedicated to serve. They are beginning this in North Prairie and will split between the two stations.

The pancake breakfast did well. Eagle hosting a pub crawl.

There is a Fire Commission meeting scheduled for November 18th. There have been a lot of MABA's calls for assistance to other departments. He noted Chief's from the other departments complimented his staff.

The department received donations from Russell Chapman of Eagle, they are planning to do something in his memory with the donations.

PUBLIC COMMENT (No official action will be taken under Public Comment) Comments will be limited to 3 minutes per resident.

President Hall moved, Trustee Rewasiewicz second to open public comment. Motion carried.

John Heinz Taylor – 318 Main Street. Mr. Heinz Taylor addressed the board regarding the sidewalk on his property. He stated the sidewalk was installed in 1918. He presented the board with a letter, which he read into record.

President Hall moved, second by Trustee Mc Cormick to close the public comments at 7:20 pm. Motion carried.

VILLAGE PRESIDENT

Report to Village Board

President Hall noted there is a Fire Commission meeting scheduled for Monday, November 18th and a Fire Board meeting scheduled for November 21st.

Jerry Deschane – League of Municipalities has materials regarding trustee roles in the community. She encourages board members to look at this.

President Hall stated she was very appreciative to everyone who worked the elections. She wanted to recognize the awesome workers and thank them for their work.

Discussion and/or Action as Necessary: Resolution – R08-2024 – Approval of the 2025 Village of North Prairie Budget and tax levy.

Acting Clerk Zastrow explained the Resolution. The resolution is to approve the tax levy of \$1,049,008 which is made up of \$803,570 for levy and \$245,438 for debt. The resolution also includes the wages of staff.

President Hall moved, Trustee Samules second to approve Resolution R08-2024 as presented. Motion carried.

Discussion and/or Action as Necessary: Authorize the Village President or her designee to Order the property owner, Esquire Property Management 11 LLC to replace the Village sidewalk that was improperly removed from Village right of way, with the replacement completed within the time required by, and in a manner approved by, the Village President or her designee, for the property located at 318 N. Main Street, North Prairie, WI.

President Hall explained she received complaints about the sidewalk being removed. Trustee Samuels stated she e-mailed and called the homeowner with no response. President Hall has been in contact with the Village Attorney who stated the sidewalk is in public right-of-way but if private sidewalk it may change the legal opinion. In light of the information provided by the property owner earlier this evening, she will take this back to the attorney and the Building & Grounds Committee for review.

No action was taken.

VILLAGE ADMINISTRATOR/CLERK/TREASURER

Report to Village Board

E. Etten reported the Elections went very smoothly. She stated there was a lot of positive feedback stating it was very organized. We encouraged voters to utilize the ExPress vote machine, and we had 134 voters use this.

Bad news was we were chosen to perform a post-election audit of the voting equipment. We will perform this audit next Thursday.

She has updated the budget numbers for 2024 and stated the village looks to be in good financial condition.

Trustee Pellegrino asked if the voting machine is the same as it was talked about before. E. Etten explained the machine is the ExPress vote which marks the ballot.

President hall stated they had talked about getting the Badger Books for voter check-in on election day. She said there may be some money left in the ARPA funds that could be used to purchase another ExPress Vote machine and the I Pads for Badger Books.

Discussion and/or action as necessary: Approval of the contract with Waukesha County Treasurer's Office for the collection of VNP property tax payments.

E. Etten explained this was a time-sensitive document to keep moving forward for tax preparation. This is the same contract as last year.

President Hall moved to approve the contract for the collection of North Prairie property taxes. Trustee Rewasiewicz second. Motion carried.

Discussion and/or Action as Necessary: Setting new village hall hours open to the public.

E. Etten presented the board with options for Village Hall hours. She explained having the office closed to the public two days a week will allow her to perform the administrative duties that the board would like. Staff will still be working, just not open to the public. She feels Option 2 would be the best. Discussion followed.

President Hall explained we are trying to get an office for the Administrator to work out of with some privacy. They would like to establish the new hours by January 1st, 2025.

Trustee Mc Cormick asked if they approve Option 2 could this be effective now? Trustee Pellegrino stated she was not aware of having office space for the Administrator. Her committee was looking at blinds for the office, she suggested holding off on the blinds.

Trustee Pellegrino moved, second by Trustee Samules to approve the Village Hall office hours as follows:

- Monday 9 – 5
- Tuesday closed
- Wednesday 9 – 1
- Thursday closed
- Friday 9 – 5

Effective December 2, 2024. Trustee Samuels stated these are the hours the staff will receive the public. Trustee Pellegrino and Trustee Samules agreed to add this to the motion.

Trustee Pellegrino stated it is great if full days of being closed, but staff should be looking at a greater on-line presence for hall rentals, dog licenses and payments. She would also like to see an option for credit card payments.

Motion carried 6-0-1 – Trustee Lampe absent.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE

(Police, Fire, Municipal Court)

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

Trustee Mc Cormick reported the old police vehicle was sold for \$5,232.00 and the monies have been received from Wisconsin Surplus.

There are no other pressing issues.

PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

(Streets & Roads, Parks, Community Center, Civic Pride)

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

Trustee Pellegrino reported the committee has their meeting and review the CIVIC Pride Award applications. Gary Nickerson has been chosen to receive the award. His wife is available to attend the December meeting to receive the recognition in his honor. Mrs. Nickerson has stated she would like the remaining funds for the award to be donated to the Friends of Native Flowers in his honor.

They are looking to receive two quotes for the painting/staining of the park pavilion. All other projects are completed except the fence on which they are also receiving quotes.

Discussion and/or Action: ATV/UTV signage cost; the purchase of signs, acceptance, and collection of donations.

The board was presented with an opinion regarding the placement of ATV/UTV signs on county roads. It was suggested to defer discussion in light of this information.

President Hall stated there is no issue with the county, there is nothing in the statute that says we need to get the signs from the county. Discussion followed.

Trustee Samuels recused herself from the board. She has been working on this for some time and they are receiving private funds for the purchase of the signs. They are asking the village to purchase the signs on behalf of private citizens. President Hall asked if the village is willing to accept donations on behalf of the citizens group, the village would purchase the signs, and they would pay the village. Samuels stated they are hoping to have assistance with the installation of the signs. President Hall stated the installation would be done under the DPW supervision. Discussion continued.

Police Chief Tomez presented an opinion the Village of Summit received regarding the ATV/UTV routes and signs. County ordinance 15.85 prohibits ATVs on county highways unless approved. Samuels stated no signs would be placed on county roads. Discussion continued.

Trustee Pellegrino moved, second by Trustee Rewasiewicz to approve the purchase of signs and to accept and collect donations to pay for the signs. Motion carried 5-0-1 Trustee Lampe absent and Trustee Samuels – recused.

Discussion and/or Action: Application for Pedestrian Crosswalk Marking received from the Wisconsin Department of Transportation.

Trustee Samuels explained the map shows Oakridge Drive by Midwest Paint and the crosswalks on Hwy 59 at Fairview Avenue. The DOT is redoing the road between 2026-2029 and they will relocate the crosswalks, and the maintenance will then be

turned over to the village. DOT will put up street signage and lights. The village needs to have this agreement to the DOT by December 5th.

President Hall moved, second by Trustee Schroeder to approve as received from the Wisconsin Department of Transportation as presented permit #SE-67-033. Motion carried.

PERSONNEL AND POLICY COMMITTEE

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

There was no meeting this month.

FINANCE AND FEE/ARPA RECONCILIATION COMMITTEE

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

Trustee Rewasiewicz reported he will work with E. Etten on completing the payment and billing for the Fire District.

The bulk water needs to be billed quarterly. We will work on getting the bill out this year.

Approval of Resolution R07-2024: Updated fee schedule.

Trustee Rewasiewicz moved, second by Trustee Schroeder, to approve the revised fee schedule. President Hall asked if everyone received a copy of the schedule. E. Etten will resend to the board. Motion carried.

Discussion and/or Action as Necessary: Review and approve monthly bills and payroll.

Trustee Rewasiewicz moved, Trustee Schroeder second the payment of bills check #19584 – 19657 in the amount of \$132,702.13. Motion carried.

Motion for Adjournment.

Trustee Pellegrino moved, second by Trustee Mc Cormick to adjourn the November 14th Village Board meeting at approximately 8:19 pm. Motion carried.

Respectfully submitted,

Nancy J. Zastrow
Acting Clerk/Treasurer



Kettle Moraine Fire District

Station 33 126 E. Main Street, Eagle, WI 53119 (262)-594-3302

Station 35 108 N. Oakridge Drive, North Prairie, WI 53153 (262)-392-2700

Chief's monthly report:

- As of today, Dec. 10, 2024, we have 520 calls for service.
- E33 is still out of service at Reliant Fire in Slinger. They are confident that they found the issue and are waiting for parts per the last update.
- T35 is still out of service. The main cylinder on the aerial was leaking hydraulic fluid and has been repaired. Fire Service Inc also found a host of mechanical issues, which I have received estimates for. The estimates will be discussed with the fire board. It will remain out of service until further notice as several of the issues are safety concerns.
- All other apparatus is currently in service.
- Due to budget concerns, especially apparatus maintenance, the nighttime staffing implementation was delayed until January 1.
- Breakfast with Santa was held on December 7 in North Prairie and was well attended.
- The Eagle business association held a pub crawl fundraiser for the KMFD on November 30th. Knucklehead, Eagle Springs Pub, and Eagle Springs golf course are participating stops, with all 3 having live music. A donation was presented to the membership association.
- A fire commission meeting was held on Nov. 18, 2024. One new employee was approved for hire. We have also received applications and interviews will be held on 12/16.
- I would like wish everyone a happy holiday season and remember to practice fire safety in the home. Live Christmas trees should be watered daily to prevent drying out and causing a fire hazard.
- A citizen in North Prairie made a donation following the loss of a family member which the District responded and provided care for.

Below are the calls for service.

Please feel free to contact me with any questions or concerns.

Respectfully submitted,

Dan Nottling

Fire Chief



Kettle Moraine Fire District

Station 33 126 E. Main Street, Eagle, WI 53119 (262)-594-3302

Station 35 108 N. Oakridge Drive, North Prairie, WI 53153 (262)-392-2700

2024

	EMS	Fire	Fire/EMS	TOE	VOE	VONP	MA	Total
January	31	18	7	24	17	6	9	56
February	25	11	3	12	8	11	8	39
March	24	9	3	12	13	4	7	36
April	16	10	5	12	9	6	4	31
May	27	12	6	18	10	12	5	45
June	36	12	6	27	11	10	6	54
July	30	14	4	22	11	11	4	48
August	29	16	9	26	13	7	8	54
September	34	12	3	22	11	13	3	49
October	28	17	3	16	7	12	13	48
November	26	11	4	18	11	9	3	41
December								0
	306	142	53	209	121	101	70	501

**Call
Total 501**

Mutual Aid	70	14%
Town of Eagle	209	42%
Village of Eagle	121	24%
Village of North Prairie	101	20%

**North Prairie Police Department
Monthly Report
November 2024**

	Current Month	YTD*
Calls for Service	49	432
Citations/Charges	17	220
Parking Tickets	00	07
Warnings	01	29
Incident Reports	08	33

CITATIONS/CHARGES ISSUED

OAS after Registration Revoked, Suspended or Cancelled.
 Non-Registration of Vehicle
 Operate w/o Valid License
 Operating while Suspended
 Operate w/o Insurance
 Unlawful U/YTurn
 Exceeding Speed Zone/Posted Limits
 DC/MV

OTHER CALLS

Animal at Large
 Assist Business
 Assist Citizen
 Business Check
 Citizen Contact
 Death
 Found Items/Property
 Gas Skip
 ID Theft
 Lost Items/Property
 Matter of Record-WSD
 Monitor School Zone
 Monitor Stop Signs
 Monitor Speed
 Suicide Attempts/Threats
 Suspicious Person/Activity
 Traffic Warning-Verbal

SQUAD MILES: & MAINTENANCE

SQUAD 687:
 SQUAD 686: 843

HOURS:

CHIEF: 44
 ASSISTANT CHIEF 39
 PATROL 161.5
 CLERICAL: 101.5

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Justin H	2 Matt
3	4	5 Justin B	6 Kim	7 Kim	8 Matt	9 Sarah
10	11 Brad		Kyle			
		12	13 Kim	14 Justin B	15	16 Justin H
	Justin H	Justin B	Kyle	Kim		
17	18 Brad	19	20 Brent	21 Sarah	22 Kim	23
		Justin B	Kyle	Kim		
24	25 Brad	26	27	28	29	30
		Brent	Justin H			

Category: Assist

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Assist Business			1	
Assist Citizen	2	2		
Business Check	1	1		
Citizen Contact	1			
Extra Patrol	1	6		
Matter of Record- WSD	2	8	2	1
Assist subtotals:	7	17	3	1

Category: Criminal

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Gas Skip	2			
Criminal subtotals:	2	0	0	0

Category: Municipal

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Disorderly Conduct with a Motor Vehicle				
ID Theft	1			
Municipal subtotals:	1	0	0	0

Category: Ordinance

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Animal At Large		1		
Ordinance subtotals:	0	1	0	0

Category: Service

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Death	1			
Found Items/Property			3	
Lost Items/Property	1	1		
School Safety	1			
Suicide - Attempts/Threats	1			
Suspicious Person/Activity			2	
Service subtotals:	4	4	2	0

Category: Traffic

<u>Nature of Incident</u>	<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
Monitor School Zone	5	1		
Monitor Stop Signs		1		
Monitoring Speed		1		
No Insurance	1	1		
OAS/OAR/Other License Violations	2	2		
Registration/Title Violation		2		
Speeding Violation	4	1		
Traffic Warning- Verbal		1		
Unsafe/Improper Turn		1		

**PLEASE PUBLISH IN THE WAUKESHA FREEMAN ON
NOVEMBER 19, 2024 & NOVEMBER 26, 2024**

**VILLAGE OF NORTH PRAIRIE
NOTICE OF PUBLIC HEARING
AMEND THE ZONING CODE OF NORTH PRAIRIE
CHAPTER I-1 INDUSTRIAL ZONING DISTRICT
SECTION 4.10(10)**

Please take notice that the Village Board of the Village of North Prairie will hold a Public Hearing on the 12th day of December 2024, beginning at 7:00 p.m. at the Village of North Prairie Municipal Building, 130 North Harrison Street.

The proposed Zoning Amendment can be viewed at the Clerk's Office, 130 North Harrison Street, during normal business hours. Office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

It is possible that members of and possibly a quorum of members of other governmental 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 bodies 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 or to request this service contact Village Clerk at (262)-392-2271.

Dated this 12th day of November, 2024.

VILLAGE OF NORTH PRAIRIE
PAULINE WIGDERSON
DEPUTY CLERK/TREASURER

CURRENT 4.10(10)

(10) Storage of building materials, ice, dry ice, flammables, gasoline, grains, paint, shellac, fat, lard, turpentine, vinegar, and yeast. All outside storage areas shall be at least 600 feet from residential, park, and institutional districts ~~located in the Village~~. The Plan Commission may waive or reduce the 600-foot separation requirement. In all cases, outside storage shall be screened with buffer yards. All buffer yard plans shall be subject to review and approval by the Village Plan Commission. Buffer plantings in buffer yards shall consist of predominately evergreen trees and shrubs, the individual trees and shrubs to be of such a number and so arranged that they will have formed a dense screen within five years, or by a fence, or by a combination of trees and fencing. Individual trees shall be capable of reaching a height of ten feet within two years. Furthermore, no use shall be granted a modification of the separation requirement if the Plan Commission determines that the use will have a high risk of fire, explosion, noise, vibration, odor, or if the use will generate traffic volumes in excess of those reasonably expected in a residential neighborhood. The storage areas may be crushed stone or gravel surfaced provided dust does not create a nuisance to adjacent properties and that the areas are maintained to lines and grades established by the Village Engineer, are free of ruts and potholes, and do not exhibit ponding or standing water in wet weather.

PROPOSED 4.10(10)

(10) Storage of building materials, ice, dry ice, flammables, gasoline, grains, paint, shellac, fat, lard, turpentine, vinegar, and yeast. All outside storage areas shall be at least 600 feet from residential, park, and institutional districts. The Plan Commission may waive or reduce the 600-foot separation requirement. In all cases, outside storage shall be screened with buffer yards. All buffer yard plans shall be subject to review and approval by the Village Plan Commission. Buffer plantings in buffer yards shall consist of predominately evergreen trees and shrubs, the individual trees and shrubs to be of such a number and so arranged that they will have formed a dense screen within five years, or by a fence, or by a combination of trees and fencing. Individual trees shall be capable of reaching a height of ten feet within two years. Furthermore, no use shall be granted a modification of the separation requirement if the Plan Commission determines that the use will have a high risk of fire, explosion, noise, vibration, odor, or if the use will generate traffic volumes in excess of those reasonably expected in a residential neighborhood. The storage areas may be crushed stone or gravel surfaced provided dust does not create a nuisance to adjacent properties and that the areas are maintained to lines and grades established by the Village Engineer, are free of ruts and potholes, and do not exhibit ponding or standing water in wet weather.

I. Parking Requirements

Refer to Section 6 for applicable requirements.

J. Signs and Outdoor Lighting

Refer to Section 8 for the applicable standards.

K. Plans to be Submitted to Plan Commission

- (1) To encourage a business environment that is compatible with the primarily residential character of the Village, building permits for permitted uses in the B-3 Mixed Use District shall not be issued without review and approval of a site plan by the Village Plan Commission. Said review and approval shall be concerned with general layout, building locations and configurations, building materials and appearance, architectural and facade treatment, ingress and egress, parking, loading and unloading, sign design, and landscaping.
- (2) An operation plan. (Refer to Section 2.5H)

4.10

I-1 INDUSTRIAL DISTRICT

A. Statement of Intent

The I-1 Industrial District is intended to provide for the orderly development of business, manufacturing or industrial operations that do not require municipal sanitary sewerage, which, on the basis of actual physical and operational characteristics, would not be detrimental to the surrounding area or to the Village as a whole by reason of smoke, noise, dust, odor, traffic, physical appearance, or other similar factors; and to establish such regulatory controls as will reasonably ensure compatibility with the surrounding area in this respect. Uses which are generally perceived as being of a nuisance nature or considered to be a hazard to human life should not be permitted as a matter of right, but permitted only as conditional uses after careful study and review. Listed conditional uses should not normally abut directly upon residential districts.

B. Permitted Uses

- (1) Auto and truck repair.
- (2) Business offices, trades or manufacturing and assembly industries and any other similar uses as determined by the Plan Commission which are not detrimental to the district or to nearby residential areas by reason of appearance, noise, dust, smoke or odor.
- (3) Cold storage warehouses.
- (4) Construction services such as building contractors, carpenters, electricians, flooring services, lighting services, masonry services, painting services, plastering services, plumbing and heating contractors, roofing services, sheet metal services, welding services, and well drilling services. No outside storage shall be permitted except as provided in Section 4.10(E)(6) of this Ordinance.
- (5) Factory outlets and retail sales of products made onsite in the principal industrial operation.
- (6) General sales of industrial products, such as building materials, electrical supplies, heating supplies, lighting supplies, paint and painting supplies, plumbing supplies, roofing supplies, wallpaper and wallpaper supplies, and windows and doors. No outside storage shall be permitted except as provided in Section 4.10(E)(6) of this Ordinance.

I. Parking Requirements

Refer to Section 6 for applicable requirements.

J. Signs and Outdoor Lighting

Refer to Section 8 for the applicable standards.

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- (2) An operation plan. (Refer to Section 2.5H)

4.10

I-1 INDUSTRIAL DISTRICT

A. Statement of Intent

The I-1 Industrial District is intended to provide for the orderly development of business, manufacturing or industrial operations that do not require municipal sanitary sewerage, which, on the basis of actual physical and operational characteristics, would not be detrimental to the surrounding area or to the Village as a whole by reason of smoke, noise, dust, odor, traffic, physical appearance, or other similar factors; and to establish such regulatory controls as will reasonably ensure compatibility with the surrounding area in this respect. Uses which are generally perceived as being of a nuisance nature or considered to be a hazard to human life should not be permitted as a matter of right, but permitted only as conditional uses after careful study and review. Listed conditional uses should not normally abut directly upon residential districts.

B. Permitted Uses

- (1) Auto and truck repair.
- (2) Business offices, trades or manufacturing and assembly industries and any other similar uses as determined by the Plan Commission which are not detrimental to the district or to nearby residential areas by reason of appearance, noise, dust, smoke or odor.
- (3) Cold storage warehouses.
- (4) Construction services such as building contractors, carpenters, electricians, flooring services, lighting services, masonry services, painting services, plastering services, plumbing and heating contractors, roofing services, sheet metal services, welding services, and well drilling services. No outside storage shall be permitted except as provided in Section 4.10(E)(6) of this Ordinance.
- (5) Factory outlets and retail sales of products made onsite in the principal industrial operation.
- (6) General sales of industrial products, such as building materials, electrical supplies, heating supplies, lighting supplies, paint and painting supplies, plumbing supplies, roofing supplies, wallpaper and wallpaper supplies, and windows and doors. No outside storage shall be permitted except as provided in Section 4.10(E)(6) of this Ordinance.

- (7) Mini-warehousing and small cubical storage provided that no perishable products, explosive materials or flammable materials may be stored except as noted below, and no sales of merchandise may be conducted from a mini-warehouse or small cubical storage shed. Motorized vehicles may contain fuel in tanks, but any fuel stored in portable containers shall be limited to five (5) gallons.
- (8) Restaurants.
- (9) Retail, wholesaler and distributor uses.

C. Permitted Accessory Uses (Refer to Section 7.4 for associated regulations)

- (1) Garages for storage of vehicles used in conjunction with the operation of an industry.
- (2) Off-street parking and loading areas
- (3) Office, storage, power supply, and other uses normally auxiliary to the principal industrial operations.
- (4) Satellite dish antennas in excess of 18 inches in diameter located on the roof of any structure or in the rear yard. Where the satellite dish is roof-mounted, a registered engineer shall certify that the structure is adequate to support the load.
- (5) Roof-mounted solar collectors, wind powered electric power generators or other alternative energy generators, provided that a registered engineer shall certify that the structure is adequate to support the load.

D. Conversions

None

E. Conditional Uses (Refer to Section 5 for associated regulations)

- (1) Airports, airstrips and aircraft landing fields provided that the site is not less than 20 acres.
- (2) Animal hospitals provided all principal structures and uses are not less than 100 feet from any residential use.
- (3) Bag cleaning facilities, bleacheries, canneries, cold storage warehouses; electric and steam generating plants; electroplating; enameling, lacquering; lithographing; oil, coal, and bone distillation; refineries; road test facilities; and weaving facilities. All such facilities shall be at least 600 feet from residential, and public and semipublic districts.
- (4) Cellular and digital communication antennas provided that:
 - (a) The developer shall prepare a plan showing the number and potential location of all antenna sites needed in the Village and in other adjacent municipalities to complete the communication network.
 - (b) Antennas shall be to the extent practicable constructed on existing structures, such as, but not limited to, water towers, existing utility towers, industrial buildings, or other communication towers.
 - (c) If it is determined by the Plan Commission that such antennas cannot be co-located on existing structures, freestanding tower structures may be permitted, but such structures shall be designed to support the proposed antennas and three additional sets of communication antennas. The developer shall agree, in writing, to make the structure available for co-location by other companies of other communication equipment at a reasonable return.

- (d) The developer may be required to post a bond or cash deposit to assure maintenance of communication equipment and its supporting structures; and to assure that if such facilities are abandoned, sufficient resources are available for the Village to remove such equipment and structures.
- (5) Commercial kennels, as defined in Section 14 of this Ordinance.
- (6) Commercial service facilities, such as restaurants and fueling stations, provided that all such services are physically and saleswise oriented toward industrial district users and employees and that other users are only incidental customers.
- (7) Freight yards, freight terminals, and transshipment depots.
- (8) Manufacturing, processing and/or distribution of abrasives, acetylene, acid, alcoholic beverages, alkalies, batteries, bedding, bleach, home building materials, candles, celluloid, cement products, cereals, charcoal, chemicals, coffee, coke, cordage, dextrin, disinfectant, dry ice, dyes, excelsior, fat, felt, flammables, food products, fuel, furs, gasoline, gelatin, glucose, grains, ice, ink, hair products, lard, lime, linoleum matches, meat, oil cloth, paint, paper, peas, perfume, pickles, plastics, plaster of paris, polish, potash, rope, rubber, size, shellac, soap starch, stove polish, textiles turpentine, varnish, vinegar, and yeast in the I-1 Industrial District.
- (9) Outdoor storage with mini-warehousing as the permitted principal use.
- (10) Storage of building materials, ice, dry ice, flammables, gasoline, grains, paint, shellac, fat, lard, turpentine, vinegar, and yeast. All outside storage areas shall be at least 600 feet from residential, park, and institutional districts located in the Village. The Plan Commission may waive or reduce the 600-foot separation requirement. In all cases, outside storage shall be screened with buffer yards. All buffer yard plans shall be subject to review and approval by the Village Plan Commission. Buffer plantings in buffer yards shall consist of predominately evergreen trees and shrubs, the individual trees and shrubs to be of such a number and so arranged that they will have formed a dense screen within five years, or by a fence, or by a combination of trees and fencing. Individual trees shall be capable of reaching a height of ten feet within two years. Furthermore, no use shall be granted a modification of the separation requirement if the Plan Commission determines that the use will have a high risk of fire, explosion, noise, vibration, odor, or if the use will generate traffic volumes in excess of those reasonably expected in a residential neighborhood. The storage areas may be crushed stone or gravel surfaced provided dust does not create a nuisance to adjacent properties and that the areas are maintained to lines and grades established by the Village Engineer, are free of ruts and potholes, and do not exhibit ponding or standing water in wet weather.
- (11) Utility substations, wells, pumping stations and water towers provided all structures and uses are not less than 50 feet from any lot line.

F. Prohibited Uses

Any use not listed as a permitted use, permitted accessory use or a Conditional Use is prohibited unless the I-1 Industrial District lands are first rezoned into another district.

In addition, the following uses are considered to be incompatible with the residential characteristics of the Village and surrounding area and are herewith prohibited:

- (1) Manufacturing of acetylene, ammonia, asbestos, asphalt, cement, chlorine, coal tar, creosote, explosives, fertilizer, glue, gypsum, insecticide, lampblack, poison, pulp, pyroxyline, and radium.

- (2) Processing ammonia, asbestos, asphalt, cabbage, chlorine, coal tar, creosote, explosives, fertilizer, fish, glue, grease, gypsum, insecticides, lampblack, offal, poison, pulp, pyroxyline, and radioactive materials.
- (3) Storage of bulk fertilizer, explosives, septic waste, gasoline in excess of 50,000 gallons, grease, and radioactive materials.
- (4) Forges, foundries, garbage incinerators, animal reduction, rubbish storage, slaughter houses, smelters, stockyards, and tanneries.

G. Lot Area and Width

- (1) Lots shall have a minimum of 1.0 acre area and shall have a minimum average lot width of 150 feet.
- (2) Lot coverage by buildings, accessory structures, surface parking and loading areas, and driveways shall occupy no more than 80 percent of the lot area. Landscaped open space shall occupy not less than 20 percent of the lot area.

H. Setbacks

- (1) There shall be a minimum building setback of 50 feet from the street right-of-way.
- (2) There shall be two side yards with setbacks totaling not less than 40 feet in width. No single side yard setback shall be less than 10 feet in width for building up to 35 feet in height. Where height exceptions are permitted under Section 7, the minimum side yards shall be increased by one foot for each additional one foot of building height over 35 feet.
- (3) There shall be a rear yard setback of not less than 25 feet.
- (4) There shall be a minimum shore yard setback of 75 feet from the ordinary high water mark of any navigable body of water. In addition, no building or structure shall be located closer than 15 feet to a Conservancy District boundary.

I. Building Height

No building shall exceed 35 feet in height. The Village Board following a public hearing, may grant an exception to the 35 foot height restriction upon recommendation of the Plan Commission.

J. Parking Requirements

Refer to Section 6 for the applicable parking requirements.

K. Signs and Outdoor Lighting

Refer to Section 8 for the applicable standards.

L. Plans to be Submitted to Plan Commission

- (1) To encourage an industrial use environment that is compatible with the primarily residential character of the Village, building permits for permitted uses in the I-1 Industrial District shall not be issued without review and approval of a site plan by the Village Plan Commission. Said review and approval shall be concerned with general layout, building locations and configurations, building materials and appearance, architectural and facade treatment, ingress, egress, parking, loading and unloading, sign design and landscaping.
- (2) An operation plan. (Refer to Section 2.5H)

M. Temporary Permitted Uses

The following uses are Temporary Uses and may be permitted as specified and with a permit granted by the Plan Commission.

- (1) Flea markets, carnivals, and outdoor group assemblies of 250 people or more may be permitted in any public business or industrial district for a period not to exceed 10 days. Special requirements may be imposed by the Plan Commission for parking, sanitary facilities, lighting, hours of operation, and a plan of operation. No temporary use listed herein shall be conducted within the street right-of-way. Temporary uses permitted under this section may erect one temporary sign not to exceed 50 square feet in area on one side and 100 square feet in area on all sides. All temporary buildings, tents, equipment, supplies, and debris shall be removed from the site within 10 days following the temporary activity. Fireworks stands are considered unsafe activities at a flea market, carnival, or group assembly and are, accordingly, prohibited in the Village of North Prairie.
- (2) Circuses and animal shows may be permitted in any public, business or industrial district for a period not to exceed 10 days. Special requirements may be imposed by the Plan Commission for parking, sanitary facilities, lighting and hours of operation. The Plan Commission may limit or prohibit the display of dangerous animals such as lions or snakes. No temporary use listed herein shall be conducted within the street right-of-way. Temporary uses permitted under this section may erect one temporary sign not to exceed 50 square feet in area on one side and 100 square feet in area on all sides. All temporary buildings, tents, equipment, supplies, and debris shall be removed from the site within 10 days following the temporary activity.
- (3) Farmer's markets may be permitted in any public, business or industrial district for a period not to exceed 150 days. No temporary use listed herein shall be conducted within the street right-of-way unless specific approval is granted by the Plan Commission and the Village Board. One temporary sign may be erected, but may not exceed 50 square feet in area on one side and 100 square feet in area on all sides. All temporary buildings, tents, equipment, supplies, and debris shall be removed from the site within 10 days following the temporary activity.

4.11 **P-1 PUBLIC OR PRIVATE PARK DISTRICT**

A. Statement of Intent

The P-1 Public or Private Park District is intended to provide for park and recreational facilities and golf courses owned by the public or the private sector. The Village shall require the following approvals, all by the Village Plan Commission: site plan approval and approval of the plan of operation, and building permit approval by the Building Inspector.

B. Permitted Uses

- (1) Publicly owned park and recreational facilities.
- (2) Publicly owned golf courses.
- (3) Privately owned park and recreational facilities.
- (4) Privately owned golf courses.

12/04/2024

Jake & Michelle Trussoni
S55W32067 County Road ZZ
North Prairie, WI 53153

Village of North Prairie
130 N. Harrison Street
North Prairie, WI 53153

RE: 4.10 (10)

Dear Village of North Prairie Leaders,

Although we cannot be at the meeting to speak to the proposed change to the verbiage of 4.10(10) we find it to be a very important change. We urge the Village to change the wording to the proposed wording, with the removal of the verbiage "located in the Village".

We believe this is important so the Village can maintain local control and have discretion to approve or deny permits etc. issued under this ordinance. This could also save the Village costs down the road by preventing future litigation from taking place, like happened earlier this year. This would also protect residents who border I-1 districts who are not located in the Village so the spirit of the ordinance can be followed.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Jake & Michelle Trussoni". The signature is stylized and cursive, with the first name "Jake" being particularly prominent and large.

Jake & Michelle Trussoni

STATE OF WISCONSIN VILLAGE OF NORTH PRAIRIE WAUKESHA COUNTY

ORDINANCE NO. 2024-Z-01

An Ordinance amending Chapter 4, Section 4.10(10) Zoning Districts in the Village of North Prairie, Wisconsin

WHEREAS, the Village of North Prairie (“Village”) has adopted zoning codes;

WHEREAS, the Village recognizes there is wording that does not match the intent of the ordinance;

NOW, THEREFORE, the Village Board of the Village, Waukesha County, Wisconsin, do ordain as follows:

Chapter 4 – Zoning Districts is hereby amended to read as follows:

Chapter 4.10 (10)

(10) Storage of building materials, ice, dry ice, flammables, gasoline, grains, paint, shellac, fat, lard, turpentine, vinegar, and yeast. All outside storage areas shall be at least 600 feet from residential, park and institutional districts. The Plan Commission may waive or reduce the 600-foot separation requirement. In all cases, outside storage shall be screened with buffer yards. All buffer yard plans shall be subject to review and approval by the Village Plan Commission. Buffer plantings in buffer yards shall consist of predominately evergreen trees and shrubs, the individual trees and shrubs to be of such a number and so arranged that they will have formed a dense screen within five years, or by a fence, or by a combination of trees and fencing. Individual trees shall be capable of reaching a height of ten feet within two years. Furthermore, no use shall be granted a modification of the separation requirement if the Plan Commission determines that the use will have a high risk of fire, explosion, noise, vibration, odor or if the use will generate traffic volumes in excess of those reasonably expected in a residential neighborhood. The storage areas may be crushed stone or gravel surfaced provided dust does not create a nuisance to adjacent properties and that the areas are maintained to lines and grades established by the Village Engineer, are free of ruts and potholes, and do not exhibit ponding or standing water in wet weather.

Approved by the Village Board of the Village of North Prairie on this 12th day of December, 2024.

Deborah Hall, Village President

Attest:

Nancy J. Zastrow, Acting Clerk/Treasurer

Village of North Prairie
130 N. Harrison Street
North Prairie, WI 53153

December 12, 2024

Evelyn Etten
442 Buckingham Court
Darien, Wisconsin 53114

Dear Evelyn,

I am pleased to extend this offer of employment to you for the position of Administrator, Clerk, Treasurer with the Village of North Prairie. We are excited about you joining our team and contributing to the future success and development of the Village. This letter outlines the Village's proposed terms of employment.

Your employment with the Village will begin January 1, 2025. Your starting base salary will be \$90,000 annually, paid monthly. The Village offers you paid time off (PTO) of 10 days per year for the first year of your employment with the Village, accrued monthly. The Village offers you PTO of 15 days per year starting as of January 1, 2026. PTO is subject to Board approval and must be utilized by the end of each calendar year.

The Village will also provide a retirement contribution to the Wisconsin Retirement System of 6.95% of base salary for the year 2025. In addition, you are eligible for the following additional benefits:

- Payment of 6% of base salary as a stipend towards health, vision and dental insurance, paid to you monthly
- Life Insurance policy in the amount of \$25,000 paid for by the Village
- AD&D Insurance policy in the amount of \$25,000 paid for by the Village
- Short Term Disability Policy, which pays 2/3rds of salary
- All Federally recognized holidays off

Please be aware that this offer includes a probationary period of three (3) months. During this time, your performance and fit within the organization will be evaluated.

We believe you will be a valuable asset to the Village's team and look forward to the contributions you will make in this role.

Please review this offer and, if acceptable, sign and return a copy by December 15, 2024. If you have any questions, feel free to call me at 262-951-0244.

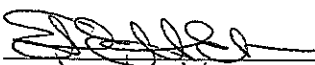

We are excited to welcome you to the Village of North Prairie and I look forward to working together.

Sincerely,

Deborah A. Hall
Village President
Village of North Prairie

Acceptance of Offer

I, Evelyn Etten, accept the offer of employment as Administrator, Clerk, Treasurer with a starting salary of \$90,000 per annum and the benefits outlined above, subject to a three (3) month probationary period. In addition, you agree to a three (3) month and six (6) month evaluation to be performed by the Personnel and Policy Committee.

Signature: 
Date: 

Scope of Work Engagement Contract

This Scope of Work – Engagement Contract is between Evelyn Etten and the Village of North Prairie

This contract will be in effect from October 14, 2024 until January 2, 2025 and may be terminated by either parties at any time.

The rate of pay will be \$48.46 per hour will be paid monthly to Evelyn Etten, plus all Federal holidays will paid time off. A W-9 will be filed with the Village of North Prairie and the Village will provide Evelyn Etten with a 1099 at the end of 2024.

Scope of work will consist of but not limited to: All normal Clerk/Treasurer duties – including:

- Payroll – including bi-weekly paychecks, filing Federal 941 withholding, State withholding and WRS deductions. Also paying all benefits including Health Insurance, Dental/Vision Insurance, Disability Insurance, Life Insurance, Accident premiums. If necessary will file the quarterly 941 and Unemployment documents for third quarter which are due in October.
- Elections – assist in processing Absentee Requests, return of Absentee Ballots, provide training for Election Workers, prepare all necessary materials for election day. Work on November 5th and the day after election take results to Waukesha County. Balance/reconcile poll books and close election if necessary. Remain available until after the time for a recount of the election.
- Accounts Payable – review all vouchers for payment.
- Bank Reconciliation – balance accounts and review all accounts.
- Accounts Receivable – assist/monitor receipts.
- Assist with any insurance claims. File any Worker Comp, Property or Liability Insurance claims.
- Prepare agendas and minutes as necessary.
- Assist in preparing the 2025 budget for the Village of North Prairie, including proper notice of Budget Hearing. Assist in calculation of tax levy, file Levy Limit documents and any other required forms from Dept. of Revenue.
- Work with current staff to the best of my ability and assist in smooth transition of new staff.
- Assist Village President and Village Board with any other necessary business as he requests.

This contract is not all inclusive and Evelyn Etten will assist with any project deemed necessary under the direction of the Village President.

This contract is effective October 14, 2024.



Deborah Hall – Village President



Evelyn A. Etten, Consultant

VILLAGE OF NORTH PRAIRIE

Board Report – December 12, 2024

from the Village Administrator/Clerk/Treasurer

December 12, 2024

To: Village Board Members

Staff Update:

- Dave Molitor will be back to work for 4 hrs./day starting December 19, 2024, with restrictions. I plan to have him working in my office going through files.
- Pauline Wigderson has submitted her notice of resignation effectively immediately. I will be putting together an ad and job description for the January Personnel and Policy meeting.
-
- Melissa Rabay will be out of the office on medical leave beginning Jan. 16th, duration tbd.

Remainder of the ARPA Funds:

- The remaining balance in the ARPA funds is \$14,506.30. I would like to ask the board to consider using some or all of the remaining ARPA funds to purchase one (1) additional ExPress Voting Machine (est. cost \$3,500 - \$4,000) and two (2) i-Pads as electronic poll books (est. cost per i-pad is \$2,500).

Update on Spring Election:

- Important dates to keep in mind:
 - **“Non-Candidacy” Forms** - Any incumbents not seeking re-election, need to complete and return the “Non-Candidacy” form to the Administrator/Clerk/Treasurer **by 5 p.m. on 12/27/24.**
 - **December 1st** – any North Prairie resident wishing to run for either the Village President or a trustee position can pick up their candidacy forms in the clerk's office.
 - **Completed Candidacy Forms** - must be completed and returned to the clerk's office **no later than 5 p.m. on Tuesday, January 7th.**
 - If necessary, the **Spring Primary date is February 18th, 2025.**
 - The **Spring Election is April 1, 2025.**

Respectfully submitted,
Evelyn Effen

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Twelve Months Ending December 31, 2024
Date Printed: December 11, 2024

		<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Taxes</u>					
10-41110	PROPERTY TAX	801,709.40	801,709.40	\$ 801,325.00	384.40
10-41118	OVERRUN-UNDERRUN	0.27	0.27	0.00	0.27
10-41161	MANAGED FOREST LAN	428.56	428.56	350.00	78.56
		<u>802,138.23</u>	<u>802,138.23</u>	<u>801,675.00</u>	<u>463.23</u>
<u>Intergovernmental</u>					
10-43216	KMFD - Reimburse Utilities	8,320.33	8,320.33	8,000.00	320.33
10-43410	STATE SHARED REVENUE	131,169.00	131,169.00	103,398.00	27,771.00
10-43411	EXEMPT COMPUTER AID	2,639.71	2,639.71	2,640.00	(0.29)
10-43420	FIRE INSURANCE DUES	14,868.12	14,868.12	0.00	14,868.12
10-43521	POLICE TRAINING AIDS	0.00	0.00	800.00	(800.00)
10-43529	PUBLIC SAFETY AIDS	0.00	0.00	500.00	(500.00)
10-43531	TRANSPORTATION AIDS	22,484.96	22,484.96	46,000.00	(23,515.04)
10-43534	LRIP GRANTS	30,800.17	30,800.17	0.00	30,800.17
10-43545	RECYCLING GRANTS	5,407.12	5,407.12	5,400.00	7.12
10-43690	OTHER STATE AIDS	0.00	0.00	2,338.00	(2,338.00)
10-43790	CGDB GRANTS	0.00	0.00	22,330.00	(22,330.00)
10-43791	VIDEO SERVICE PROVID	5,465.51	5,465.51	5,466.00	(0.49)
		<u>221,154.92</u>	<u>221,154.92</u>	<u>196,872.00</u>	<u>24,282.92</u>
<u>Regulation and Compliance</u>					
10-44100	BUSINESS LICENSES	3,158.00	3,158.00	3,000.00	158.00
10-44101	CABLE FRANCHISE FEES	14,504.50	14,504.50	22,000.00	(7,495.50)
10-44200	ANIMAL LICENSES	425.29	425.29	600.00	(174.71)
10-44300	BUILDING PERMITS	23,643.44	23,643.44	30,000.00	(6,356.56)
10-44305	UDC STATE SEALS	0.00	0.00	70.00	(70.00)
		<u>41,731.23</u>	<u>41,731.23</u>	<u>55,670.00</u>	<u>(13,938.77)</u>
<u>Charges for Services</u>					
10-45100	COURT FINES	32,553.94	32,553.94	15,000.00	17,553.94
10-46100	PUBLICATION FEES	75.00	75.00	0.00	75.00
10-46103	SPEC ASSESSMENT LTRS	350.00	350.00	0.00	350.00
10-46104	PARKING TICKETS	250.00	250.00	400.00	(150.00)
10-46105	APPLICATION FORM FEE	436.00	436.00	1,200.00	(764.00)
10-46109	MISC CHARGES FOR SER	538.48	538.48	0.00	538.48
10-46440	WEED CUTTING	1,375.00	1,375.00	0.00	1,375.00
10-46720	PARK FEES	1,304.80	1,304.80	0.00	1,304.80
10-47320	HIGHWAY MAINTENANC	300.00	300.00	0.00	300.00
		<u>37,183.22</u>	<u>37,183.22</u>	<u>16,600.00</u>	<u>20,583.22</u>
<u>Interest</u>					
10-48110	INTEREST ON INVESTME	40,830.25	40,830.25	0.00	40,830.25
		<u>40,830.25</u>	<u>40,830.25</u>	<u>0.00</u>	<u>40,830.25</u>

Village of North Prairie
 General Fund
 Statement of Revenues Compared to Budget
 For the Twelve Months Ending December 31, 2024
 Date Printed: December 11, 2024

		<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Miscellaneous</u>					
10-48200	VILLAGE HALL RENTAL	4,050.00	4,050.00	0.00	4,050.00
10-48309	SALE OF ASSETS - OTHE	5,232.00	5,232.00	0.00	5,232.00
10-48500	DONATIONS	2,405.00	2,405.00	0.00	2,405.00
10-48503	DONATIONS - POLICE	1,671.50	1,671.50	0.00	1,671.50
10-48900	SALE OF WATER	25,525.00	25,525.00	0.00	25,525.00
10-48999	SUNDRY REVENUES	5,973.85	5,973.85	0.00	5,973.85
		<u>44,857.35</u>	<u>44,857.35</u>	<u>0.00</u>	<u>44,857.35</u>

Village of North Prairie
General Fund
Statement of Revenues Compared to Budget
For the Twelve Months Ending December 31, 2024
Date Printed: December 11, 2024

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>
<u>Other Financing Sources</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Revenues	<u><u>1,187,895.20</u></u>	<u><u>1,187,895.20</u></u>	<u><u>\$ 1,070,817.00</u></u>	<u><u>117,078.20</u></u>

Village of North Prairie
General Fund - Statement of Expenditures
 For the Twelve Months Ending December 31, 2024
 Date Printed: December 11, 2024

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
General Government				
Village Board				
10-51100-100 VILLAGE BOARD SALARI	17,705.20	17,705.20	14,800.00	(2,905.20)
10-51100-130 SOCIAL SECURITY	1,357.41	1,357.41	1,132.00	(225.41)
10-51100-310 LEAGUE MEMBERSHIP	1,475.70	1,475.70	1,327.00	(148.70)
10-51100-321 MEETINGS AND SEMINA	126.00	126.00	0.00	(126.00)
	<u>20,664.31</u>	<u>20,664.31</u>	<u>17,259.00</u>	<u>(3,405.31)</u>
Municipal Justice				
10-51200-100 MUNICIPAL JUSTICE SAL	4,500.00	4,500.00	6,000.00	1,500.00
10-51200-120 MUNICIPAL COURT CLER	15,349.45	15,349.45	12,000.00	(3,349.45)
10-51200-125 ASSISTANT CLERK	3,060.00	3,060.00	4,000.00	940.00
10-51200-126 TEMPORARY HELP	0.00	0.00	2,000.00	2,000.00
10-51200-130 SOCIAL SECURITY	1,885.60	1,885.60	1,836.00	(49.60)
10-51200-220 UTILITIES RENT & MAIN	451.24	451.24	4,600.00	4,148.76
10-51200-310 SUPPLIES AND EXPENSE	3,308.07	3,308.07	2,000.00	(1,308.07)
10-51200-322 EDUCATION AND TRAINI	2,022.29	2,022.29	1,500.00	(522.29)
10-51200-326 DUES AND SUBSCRIPTIO	0.00	0.00	100.00	100.00
10-51200-327 COMPUTER EXPENSES	1,200.00	1,200.00	1,200.00	0.00
10-51200-328 BONDS & VISITING JUDG	0.00	0.00	100.00	100.00
10-51200-349 MISCELLANEOUS	398.08	398.08	0.00	(398.08)
	<u>32,174.73</u>	<u>32,174.73</u>	<u>35,336.00</u>	<u>3,161.27</u>
Legal				
10-51300-210 LEGAL COUNSEL	11,061.80	11,061.80	10,000.00	(1,061.80)
10-51300-211 LEGAL COUNSEL-REIMB	7,135.60	7,135.60	100.00	(7,035.60)
10-51300-212 MUNICIPAL COURT	3,080.00	3,080.00	2,800.00	(280.00)
	<u>21,277.40</u>	<u>21,277.40</u>	<u>12,900.00</u>	<u>(8,377.40)</u>
Clerk/Treasurer				
10-51420-100 CLERK/TREASURER SAL	58,341.11	58,341.11	62,400.00	4,058.89
10-51420-110 DEPUTY CLERK	24,572.75	24,572.75	25,920.00	1,347.25
10-51420-111 Part-time	1,278.75	1,278.75	0.00	(1,278.75)
10-51420-130 SOCIAL SECURITY	6,506.85	6,506.85	7,557.00	1,050.15
10-51420-131 HEALTH INSURANCE	3,172.50	3,172.50	6,534.00	3,361.50
10-51420-135 RETIREMENT BENEFIT	450.00	450.00	3,924.00	3,474.00
10-51420-200 DATA PROCESSING	3,903.00	3,903.00	3,500.00	(403.00)
10-51420-233 OFFICE EQUIPMENT MAI	2,142.93	2,142.93	2,500.00	357.07
10-51420-310 OFFICE SUPPLIES	2,662.26	2,662.26	3,500.00	837.74
10-51420-315 WEB SITE DEVELOPMEN	360.00	360.00	2,000.00	1,640.00
10-51420-320 PUBLICATION FEES	1,102.45	1,102.45	1,400.00	297.55
10-51420-325 TRAINING	783.00	783.00	1,000.00	217.00
	<u>105,275.60</u>	<u>105,275.60</u>	<u>120,235.00</u>	<u>14,959.40</u>
Elections				
10-51440-100 POLL WORKERS	5,019.00	5,019.00	8,000.00	2,981.00
10-51440-130 SOCIAL SECURITY	0.00	0.00	200.00	200.00
10-51440-310 SUPPLIES AND EXPENSE	2,099.82	2,099.82	2,500.00	400.18
	<u>7,118.82</u>	<u>7,118.82</u>	<u>10,700.00</u>	<u>3,581.18</u>
Accounting				
10-51510-211 AUDIT	32,500.00	32,500.00	16,500.00	(16,000.00)
10-51510-212 SPECIAL ACCOUNTING	26,405.92	26,405.92	8,500.00	(17,905.92)

Village of North Prairie
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<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
58,905.92	58,905.92	25,000.00	(33,905.92)

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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Assessor				
10-51530-100 CONTRACTED SERVICES	6,635.20	6,635.20	7,500.00	864.80
10-51530-105 MANUFACTURING ASSE	676.36	676.36	700.00	23.64
10-51530-115 BOARD OF REVIEW	325.00	325.00	125.00	(200.00)
10-51530-130 SOCIAL SECURITY	0.00	0.00	10.00	10.00
10-51530-340 SUPPLIES AND EXPENSE	0.00	0.00	20.00	20.00
	<u>7,636.56</u>	<u>7,636.56</u>	<u>8,355.00</u>	<u>718.44</u>
Village Hall				
10-51600-220 NATURAL GAS	929.65	929.65	2,000.00	1,070.35
10-51600-221 ELECTRICITY	5,514.56	5,514.56	6,000.00	485.44
10-51600-222 TELEPHONE	1,934.55	1,934.55	2,000.00	65.45
10-51600-223 WATER	190.94	190.94	320.00	129.06
10-51600-233 REPAIRS & MAINTENAN	6,358.70	6,358.70	9,000.00	2,641.30
10-51600-234 BLDGS. & GROUNDS MAI	104.00	104.00	0.00	(104.00)
10-51600-239 MISCELLANEOUS	550.27	550.27	800.00	249.73
10-51600-310 SUPPLIES AND EXPENSE	6,150.32	6,150.32	2,200.00	(3,950.32)
10-51600-810 NEW EQUIPMENT	100.39	100.39	0.00	(100.39)
	<u>21,833.38</u>	<u>21,833.38</u>	<u>22,320.00</u>	<u>486.62</u>
Insurance				
10-51930-510 INSURANCE	32,450.00	32,450.00	34,000.00	1,550.00
	<u>32,450.00</u>	<u>32,450.00</u>	<u>34,000.00</u>	<u>1,550.00</u>
Other General Government				
10-51910-740 ERRONEOUS TAXES	1,749.22	1,749.22	0.00	(1,749.22)
10-51980-340 HARVEST FEST FIREWOR	0.00	0.00	5,000.00	5,000.00
10-51980-399 CONTINGENCY-COMPUT	4,485.52	4,485.52	1,000.00	(3,485.52)
	<u>6,234.74</u>	<u>6,234.74</u>	<u>6,000.00</u>	<u>(234.74)</u>

Village of North Prairie
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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Total General Government	313,571.46	313,571.46	292,105.00	(21,466.46)
<u>Public Safety</u>				
Police				
10-52100-100 SALARIES	113,495.77	113,495.77	146,813.00	33,317.23
10-52100-110 CLERICAL WAGES	40,574.25	40,574.25	40,560.00	(14.25)
10-52100-130 SOCIAL SECURITY	11,434.64	11,434.64	14,334.00	2,899.36
10-52100-222 TELEPHONE	2,459.43	2,459.43	3,050.00	590.57
10-52100-231 SQUAD REPAIRS AND M	902.36	902.36	2,300.00	1,397.64
10-52100-310 OFFICE SUPPLIES	1,080.52	1,080.52	2,620.00	1,539.48
10-52100-322 TRAINING	764.21	764.21	1,735.00	970.79
10-52100-323 CERTIFICATION	82.00	82.00	80.00	(2.00)
10-52100-324 PUBLIC RELATIONS	815.87	815.87	500.00	(315.87)
10-52100-325 RANGE QUALIFICATIONS	679.00	679.00	800.00	121.00
10-52100-326 DUES AND SUBSCRIPTIO	500.00	500.00	775.00	275.00
10-52100-340 SUPPLIES AND EXPENSE	4,860.47	4,860.47	1,400.00	(3,460.47)
10-52100-341 UNIFORMS	564.52	564.52	1,550.00	985.48
10-52100-342 RADIO	4,928.63	4,928.63	6,300.00	1,371.37
10-52100-343 GASOLINE	2,985.86	2,985.86	4,624.00	1,638.14
10-52100-349 MISCELLANEOUS	328.27	328.27	1,000.00	671.73
	186,455.80	186,455.80	228,441.00	41,985.20
Fire and Rescue				
10-52200-110 PART-TIME	855.00	855.00	0.00	(855.00)
10-52200-130 SOCIAL SECURITY	103.92	103.92	0.00	(103.92)
10-52200-142 TELEPHONE/DISPATCHI	298.23	298.23	600.00	301.77
10-52200-220 UTILITIES	7,710.71	7,710.71	10,800.00	3,089.29
10-52200-232 EQPT REPAIRS AND MAI	8.26	8.26	0.00	(8.26)
10-52200-234 BUILDING & GROUNDS	4,313.27	4,313.27	1,200.00	(3,113.27)
10-52200-299 Contracted Services	283,812.12	283,812.12	263,959.00	(19,853.12)
10-52200-326 DUES AND SUBSCRIPTIO	303.04	303.04	0.00	(303.04)
10-52200-343 VEHICLE EXPENSE	165.50	165.50	0.00	(165.50)
10-52200-349 MISCELLANEOUS	12.93	12.93	0.00	(12.93)
	297,582.98	297,582.98	276,559.00	(21,023.98)
Inspection				
10-52400-120 INSPECTION FEES	13,853.65	13,853.65	23,000.00	9,146.35
10-52400-340 SUPPLIES AND EXPENSE	502.22	502.22	300.00	(202.22)
	14,355.87	14,355.87	23,300.00	8,944.13
Total Public Safety	498,394.65	498,394.65	528,300.00	29,905.35
<u>Highway and Transportation</u>				
Operations and Maintenance				
10-53311-100 FULL-TIME	31,058.24	31,058.24	34,511.00	3,452.76
10-53311-110 PART-TIME	5,727.50	5,727.50	5,300.00	(427.50)
10-53311-130 SOCIAL SECURITY	5,772.58	5,772.58	3,476.00	(2,296.58)
10-53311-131 HEALTH INSURANCE	3,575.00	3,575.00	3,900.00	325.00
10-53311-135 RETIREMENT BENEFIT	1,529.41	1,529.41	1,725.00	195.59
10-53311-343 FUEL	4,138.97	4,138.97	3,525.00	(613.97)
10-53311-344 VEHICLE MAINTENANCE	6,344.47	6,344.47	6,000.00	(344.47)
10-53311-349 SUPPLIES AND EXPENSE	3,240.47	3,240.47	4,000.00	759.53
10-53311-370 ROAD REPAIRS AND MAI	32,907.37	32,907.37	0.00	(32,907.37)

Village of North Prairie
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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
10-53311-371 ROAD SIGNS AND MARKI	775.88	775.88	400.00	(375.88)
10-53311-372 SNOW AND ICE CONTRO	15,268.09	15,268.09	19,000.00	3,731.91
10-53420-221 STREET LIGHTING	13,579.20	13,579.20	13,130.00	(449.20)
	<u>123,917.18</u>	<u>123,917.18</u>	<u>94,967.00</u>	<u>(28,950.18)</u>
	0.00	0.00	0.00	0.00
<u>Sanitation and Social Services</u>				
<u>Refuse Disposal</u>				
10-53620-290 REFUSE DISPOSAL	123,770.26	123,770.26	113,411.00	(10,359.26)
10-53620-291 SPECIAL YARD PICK-UP	0.00	0.00	200.00	200.00
	<u>123,770.26</u>	<u>123,770.26</u>	<u>113,611.00</u>	<u>(10,159.26)</u>

Village of North Prairie
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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Recycling				
10-53635-290 RECYCLING GRANT EXP	24,131.69	24,131.69	48,395.00	24,263.31
10-53635-291 RECYCLING - ADVERTISI	428.52	428.52	550.00	121.48
	<u>24,560.21</u>	<u>24,560.21</u>	<u>48,945.00</u>	<u>24,384.79</u>
Weed Control				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Water System Maintenance				
10-52250-237 PUMP HOUSE	857.73	857.73	1,200.00	342.27
	<u>857.73</u>	<u>857.73</u>	<u>1,200.00</u>	<u>342.27</u>
Animal Control				
10-54100-290 ANIMAL IMPOUNDING F	626.50	626.50	578.00	(48.50)
	<u>626.50</u>	<u>626.50</u>	<u>578.00</u>	<u>(48.50)</u>
Civic Pride				
10-56700-290 CIVIC PRIDE	75.00	75.00	150.00	75.00
	<u>75.00</u>	<u>75.00</u>	<u>150.00</u>	<u>75.00</u>
Service to Aging				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Sanitation & Social Services				
	<u>273,806.88</u>	<u>273,806.88</u>	<u>259,451.00</u>	<u>(14,355.88)</u>
<u>Parks and Recreation</u>				
Parks				
10-55200-100 FULL-TIME	31,058.24	31,058.24	34,511.00	3,452.76
10-55200-110 PART-TIME	25,309.50	25,309.50	18,400.00	(6,909.50)
10-55200-130 SOCIAL SECURITY	2,343.28	2,343.28	4,440.00	2,096.72
10-55200-131 HEALTH INSURANCE	3,575.00	3,575.00	3,400.00	(175.00)
10-55200-135 RETIREMENT BENEFIT	1,529.41	1,529.41	1,725.00	195.59
10-55200-220 UTILITIES	3,590.41	3,590.41	6,530.00	2,939.59
10-55200-232 EQUIPMENT MAINTENA	3,249.61	3,249.61	4,000.00	750.39
10-55200-234 BLDG AND GROUNDS M	32,051.75	32,051.75	31,000.00	(1,051.75)
10-55200-340 SUPPLIES AND EXPENSE	2,508.18	2,508.18	2,730.00	221.82
10-55200-343 GASOLINE	1,614.29	1,614.29	2,000.00	385.71
10-55200-810 NEW EQUIPMENT	4,002.17	4,002.17	4,002.00	(0.17)
	<u>110,831.84</u>	<u>110,831.84</u>	<u>112,738.00</u>	<u>1,906.16</u>
Recreation				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Parks & Recreation				
	<u>110,831.84</u>	<u>110,831.84</u>	<u>112,738.00</u>	<u>1,906.16</u>
Conservation and Development				
10-56300-100 SALARIES	0.00	0.00	1,400.00	1,400.00
10-56300-130 SOCIAL SECURITY	0.00	0.00	107.00	107.00

Village of North Prairie
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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
10-56900-213 ENGINEERING FEES	5,139.39	5,139.39	2,000.00	(3,139.39)
10-56900-214 ENGINEERING FEES-REI	0.00	0.00	200.00	200.00
10-56900-215 NR 216 COMPLIANCE	6,551.94	6,551.94	4,500.00	(2,051.94)
10-56900-216 PLANNER FEES	0.00	0.00	500.00	500.00
10-56900-217 PLANNER FEES-REIMBU	0.00	0.00	100.00	100.00
	11,691.33	11,691.33	8,807.00	(2,884.33)
 Unclassified				
	0.00	0.00	0.00	0.00
 Capital Outlays				
10-51600-820 COMPUTER EQUIPMENT	4,741.99	4,741.99	0.00	(4,741.99)
10-55200-820 CAPITAL IMPROVEMENT	1,140.00	1,140.00	22,330.00	21,190.00
	5,881.99	5,881.99	22,330.00	16,448.01
 Total Expenses	1,214,178.15	1,214,178.15	1,223,731.00	9,552.85

ARPA Fund Balance as of 11/30/2024

Beginning Balance of grant	\$	233,201.54
Interest - 12/2022	\$	648.12
General Code - codification	\$	<u>(10,730.00)</u>
12/31/2022 Balance	\$	223,119.66
Loss Revenue Donations		
Sports Page	\$	(3,000.00)
Lucy's Café	\$	(3,000.00)
Steve G's Music Connection	\$	(3,000.00)
Heintz Agri Enterprise	\$	(3,000.00)
Tennis Court		
Payne & Dolan	\$	(34,357.00)
Munson, Inc.	\$	(3,500.00)
Power Washer		
Wisconsin Steam	\$	<u>(6,470.07)</u>
2023 Ending Balance as of 12/31/2023	\$	166,792.59
Fire Department Floor		
Adair Commercial Flooring	\$	(9,672.00)
Park Pavilion		
WE Energies	\$	(1,186.00)
Payne & Dolan	\$	(1,015.37)
Payne & Dolan	\$	(835.34)
Payne & Dolan	\$	(191.14)
J.G. Samuels, Inc	\$	(53,283.50)
J.G. Samuels, Inc	\$	(64,014.00)
Road Repairs		
Thunder Road Asphalt	\$	(30,000.00)
Interest paid as of 9/30/2024	\$	<u>7,911.06</u>
Balance thru 9/30/2024	\$	14,506.30

Village of North Prairie, Wisconsin (Waukesha)

Quote Date: 12/10/2024

Purchase Proposal Quote

Quote Valid Through: 1/9/2025

Submitted by Election Systems & Software

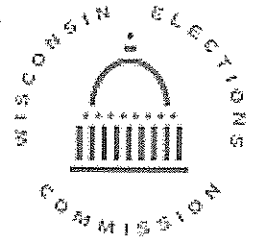
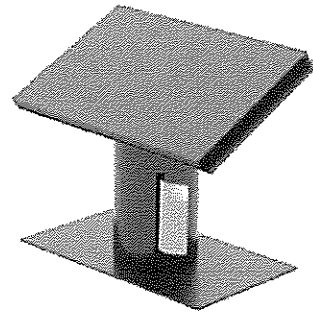
Purchase Solution Includes:

Quantity	Item Description	Unit Price	Extended Price
Tabulation Hardware			
1	ExpressVote Universal Voting System: ExpressVote 2.1 BMD (Includes Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, and One (1) Standard 4GB Memory Device)	\$3,660.00	\$3,660.00
1	ExpressVote 2.1 Soft-Sided Case	\$250.00	\$250.00
Services			
X	1 Year Hardware and Software Warranty		Included
X	Estimated Shipping and Handling		\$40.00
Total Purchase Solution			\$3,950.00
Payment Terms			
Amount due within thirty (30) calendar days of contract execution:			\$3,950.00
Annual Post-Warranty License and Maintenance and Support Fees			
(Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following)			
1	Annual Post-Warranty Hardware Maintenance and Support Fees: HMA ExpressVote 2.1 BMD - Extended Warranty with Biennial Maintenance	\$115.00	\$115.00
1	Annual Post-Warranty Firmware License and Maintenance and Support Fees: Firmware License - ExpressVote 2.1	\$75.00	\$75.00
Total Annual Post-Warranty License and Maintenance and Support Fees			\$190.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
3. Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.

Badger Book Purchasing Considerations



When deciding on whether Badger Books are the right fit for your municipality, it is important to consider the following items:

- **Electronic Poll Book Capabilities**
 - The main three functions of the electronic poll book include checking in voters, processing Election Day Registrations, and recording absentee ballots. All of these functions will be completed electronically (no paper EDRs or pre-numbering absentee ballots).
 - Some processes will continue to be completed on paper:
 - creating and tracking provisional ballots
 - creating and tracking challenged ballots
 - checking a voter against the Ineligible Voter List
 - Municipalities who have separate central count locations may choose to incorporate Badger Books in that process and separate server machines will be required.
- **IT Support**
 - As Badger Books are electronic poll books, it is important that you have strong IT staff that will be involved during the whole process. Invite IT staff to Badger Book training and encourage them to be a part of your team to help ensure you have technical support leading up to and on Election Day.
 - Clerk familiarity with computers and WisVote is also important. There are tasks that must be completed in WisVote (e.g. preparing the poll book and transferring it, using a USB device, to the Badger Book server).
- **Storing Badger Books**
 - Each stand-alone Badger Book device will be delivered in a box that is 26 in x 20 in x 12 in. Each integrated Badger Book device will be delivered in a box that is 17.5 in x 20 in x 12 in. In addition, there will be some smaller boxes delivered with accessories.
 - You must have a plan on where and how to securely store each Badger Book device, including during non-election times. WEC staff may provide recommendations for storage solutions, and currently there is currently no uniform storage option.
 - A plan on how to get your Badger Books to and from each polling place for Election Day will need to be created.
- **Super User for Each Polling Place**
 - WEC staff recommends that each polling place have a dedicated "Super User" who will be the "go-to" staff for any Badger Book questions that come up on Election Day (consider election inspectors other than/in addition to the Chief Inspector, who will have other responsibilities on Election Day).
 - A Super User should be a person with strong technology/computer skills.
- **Computer Skills of Election Inspectors**
 - WEC staff developed the Badger Book application to be user friendly; however, staff also recommends that election inspectors possess basic computer skills. Consider assigning inspectors that have enhanced skills, especially typing skills, to focus on Election Day Registrations.

- **Phased Implementation Plan**
 - For municipalities with more than one polling place, a gradual implementation may be beneficial.
- **Training Time for Election Inspectors**
 - You will need to promote Badger Book to gain the acceptance of election inspectors.
 - Plan multiple opportunities to train election inspectors on the Badger Books.
 - Hands on time with the Badger Books ahead of Election Day is the most effective training strategy to ensure your election inspectors are familiar, confident, and comfortable on Election Day.
- **Public Outreach**
 - Residents may be nervous or resistant to this change. Make plans how to notify and educate the voters in your municipality about the Badger Books.
 - Invite the public to see a Badger Book demonstration ahead of an election.
 - Educate your election inspectors on how to take questions from the public.
- **The Number Election Day Registrations (EDRs) Completed at Each Polling Place**
 - As a certain amount of data entry is required to process each EDR, this process may take longer than having voters go through the traditional paper process (the paper process will not be an option if using Badger Books).
 - A greater number of Badger Books will likely be necessary at polling places on/near college campuses compared to your other polling places (generally, WEC staff recommends 1 Badger Book per 800 voters, plus 1 per polling place).
- **Physical Layout of Polling Places**
 - Each Badger Book needs to be plugged in to a power source.
 - Each polling place needs to plug in a router in the voting area, out of reach of voters, and close enough to the devices to ensure maximum performance.
 - Consider changing the flow of the polling place based on the need for electricity and ensuring that cords do not get unplugged or create a tripping hazard.
- **Contingency Plans**
 - Printed paper poll books are mandatory (the same number as would be required to run your polling place without the devices), in case of an emergency where the power goes out and/or the devices become inoperative. In its current state, Badger Books do not have a battery back-up. You may separately purchase your own battery back-up system.
- **Wisconsin Elections Commission & Paragon Development Services**
 - There will be parts of this process where you will be working with staff at the Wisconsin Elections Commission, and other parts where you will be working strictly with employees of the hardware supplier, Paragon Development Services (PDS).
 - WEC staff develops and maintains the software. Staff will help train on how to use the Badger Books and how to run an election using the Badger Books, including the pre and post-election data transfer processes.
 - PDS will sell and deliver the actual Badger Book devices.

Program Overview

In 2017, Wisconsin Elections Commission (WEC) staff developed an electronic poll book system to be used in polling places in Wisconsin on Election Day.

Enabled by Wis. Stat. § 6.79(1m), the Badger Book is the only electronic poll book authorized for use in Wisconsin elections.

Within each polling place, Badger Books are connected securely to communicate to each other, but do not connect to the Internet or any other network outside the polling place.

After municipalities purchase the hardware, access to the free Badger Book application and support from WEC will be provided.

While Badger Books will improve the way municipalities administer elections, they are not mandatory and participation is optional.

If you have any questions about the Badger Book program or would like to learn more, please contact the Wisconsin Elections Commission at:

(608) 261-2028

or

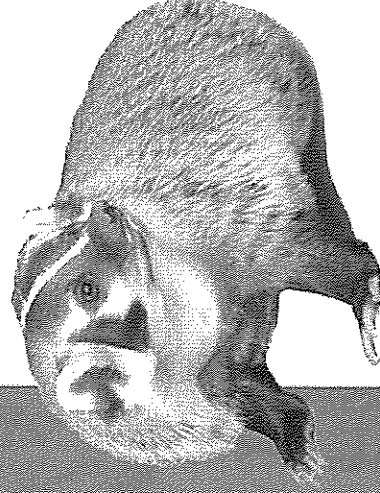
epollbook@wi.gov

For clerks, additional information about Badger Books can be found in The Learning Center.



Badger Book

Wisconsin's Electronic Poll Book



What is a Badger Book?

The Badger Book is an e-poll book. What does that mean?

“e” stands for electronic
“**poll book**” stands for poll book

A Badger Book is a:

- ✓ Poll book
- ✓ Absentee ballot log
- ✓ Digital voter registration form

What can Badger Books do for you?

- Quicker voter check-ins and registrations
- Process absentees in a snap
- Improve polling place flow
- No more splitting poll books
- Reduce poll worker mistakes
- Improve data quality
- Consolidate polling places
- Require fewer election inspectors
- Streamline post-election data entry and reconciliation
- Voters will be able to view their participation sooner in MyVote

Election Day!

Prior to Election Day, the poll book for your entire municipality is loaded onto the Badger Book.

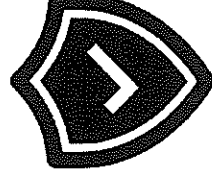


Badger Books complete three primary tasks on Election Day:

- ✓ Checking in voters
- ✓ Election Day Registrations
- ✓ Processing absentee ballots

After Election Day, participation data is taken from the Badger Book and uploaded into WisVote.

This includes in-person participation, absentee participation, and information from Election Day Registrations.



Are Badger Books safe?

There are multiple layers of security to protect the system and voter information:

- **BADGER BOOKS ARE NEVER CONNECTED TO THE INTERNET**
- The data loaded onto Badger Books comes from WisVote, the secure statewide voter registration system
- Each Badger Book is password protected and each poll worker has their own user credentials to log in to the application
- Voter and participation data is encrypted and secure
- Badger Books communicate via a wireless router, but only within the polling place
- Like a paper poll book, only the data necessary to run an election is included, so no Personally Identifiable Information (PII) is accessible

RESOLUTION NO. R09-2024

Resolution to Establish Authorized Signatures for Withdrawal and Disbursement of Funds from all Village Designated Depositories

WHEREAS, ordinarily the Village Clerk/Treasurer is the only required signature on all checks for the Village of North Prairie, pursuant to Wisconsin Statutes Sections 66.0607(3) and other laws along with the Village President unless designated otherwise as described therein; and

WHEREAS, the Village Board has authority under Wisconsin Statutes Sections 66.0607(3) and 66.0607(6) to designate the person or persons authorized to withdraw or disburse monies deposited in the public depository; and

WHEREAS, to protect the Village of North Prairie, it is advisable to have more than two authorized personnel ie: Administrator/Clerk/Treasurer, Village President or other designated board members, to be designated signatures on the village depository accounts. The Village President will determine who will be authorized to sign the depository documents and have the authority to approve and sign disbursements; and

WHEREAS, the Village Board has determined effective January 1, 2025, two signatures will be required on all disbursements for the Village of North Prairie; and

WHEREAS, Resolution No. R09-2024 will be in effect January 1, 2025 and rescinds Resolution No. 2022-01; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of North Prairie, Waukesha County, Wisconsin, effective January 1, 2025, all village disbursements will require two signatures on the checks and Village Administrator /Clerk/Treasurer, Village President and any other duly appointed village board members will be authorized signatures at the village depositories. This resolution shall take effect on January 1, 2025 and upon publication and/or posting as required by law.

Passed and Adopted by the Village board of the Village of North Prairie on this 12th day of December 2024.

Village of North Prairie

Deborah Hall, Village President

ATTEST:

Nancy J. Zastrow, Acting Clerk/Treasurer

Village of North Prairie Snow Removal Policy

The Village of North Prairie has 13 centerline miles under our jurisdiction. In addition the Village is responsible for Village hall, fire department, water tower, pump houses, and the parks. The snow and ice removal program is a vital public service.

Providing snow and ice removal is a large task. Variations in weather conditions, time, temperature, precipitation amounts and rates, and traffic make the problem complex.

Some hazards and obstacles faced by our snowplow drivers are parked cars, garbage cans, vehicles traveling too fast and too close to the plow trucks, raised manhole covers, and children sliding and building forts too close to the streets.

Timing is critical. Weather forecasting is an important element in this program. The readiness of the equipment, materials, and personnel is most important to provide a quick response to the storm.

Snow Plowing Procedure

Type of Precip	Actual Amount	Procedure
Flurries	Trace to 1"	Will not plow. May salt/sand intersections, hills, and curves.
Snow	1" to 2"	Will begin plowing. Continue to salt/sand intersections, hills, and curves.
Snow	2" to 5"	Will continue to plow to maintain 1 passable lane. Continue to salt/sand intersections, hills, and curves.
Snow	6" Plus	Snow Emergency to be declared. Will continue to plow to maintain a passable lane, for in the event of emergency vehicle traffic. (Snowplow can be directed to clear a path for emergency vehicles)

Initial plowing procedure is to open the streets to allow traffic. Final plowing to push to full width of street is to be done within 24 hours of storm's end.

Cul-de sacs present a special problem for the snow removal crews. Plowing in cul-de-sacs will consist of making one or two passes to clear snow to allow residents street access during the storm. Snow left in the center will not be immediately removed, but will be left, and cleared within the 24 hours of storm's end.

Snow Emergency to be declared when actual snow total hits 6 inches of accumulation. At that point the Village President or in absence any member of the

Village Board may notify the media outlets, and fellow Board members. (to be posted on Village website as soon as possible when declared)

An Emergency may also be declared when emergency vehicles or snow removal equipment is impeded by a storm.

Ordinance #250 section 2

Helpful Hints and Reminders

It is unlawful to deposit snow onto any Village street, whether or not it has been plowed yet.

Ordinance #

It is the responsibility of the landowner to clear sidewalks within 24 hours of storms end. If not done the Village may provide such service, and bill the landowner for service. (or place on tax bill)

Resolution #200

It is the responsibility of the landowner to ensure access to the mailboxes for the mail courier.

It is the responsibility of the landowner to shovel out the hydrants located on your property. So in time of need the Volunteer Fire Department Personnel doesn't waste valuable time in locating and shoveling out the hydrant in an emergency. (it may be your house)

It is the responsibility of the landowner to clear the end their drive. The plow can not be hired or requested by residents to clear driveways.

The process of plowing the streets will mean addition snow will be deposited at the end of everyone's driveways. (even the plow driver goes home to a plowed in drive)

It is the responsibility of the landowner not to place in any obstacles in the streets, to prevent the plows from plowing to streets edge. (keep garbage cans in your driveway)

The Village of North Prairie is not responsible for damage caused to mailboxes by the process of clearing snow.

Policy #