

**VILLAGE OF NORTH PRAIRIE**  
**Village Board Meeting**  
**February 13, 2025 – 6:30 p.m.**  
**130 N Harrison St., North Prairie, WI**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting**
5. **Approval of January 9, 2025 – 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. **VILLAGE PRESIDENT**
  - a. Report to Village Board
  - b. Discussion and/or Action as Necessary: Waukesha County Jt. Powers Agreement for County 9-1-1 Emergency System
  - c. Discussion and/or Action as Necessary: To authorize the Village Administrator to re-post employment ad for Deputy Clerk or post employment ad Administrative Assistant type position
  - d. Discussion and/or Action as Necessary: Recommendation from the Plan Commission to set a Public Hearing for the amendment of Section 7.4A pertaining to the size of detached accessory buildings.
  
9. **VILLAGE ADMINISTRATOR/CLERK/TREASURER**
  - a. Report to the Village Board
  
10. **PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE**
  - a. Report on discussion and/or action taken at previous meetings, reports or future agenda items
  
11. **PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE**
  - a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
  - b. Discussion and/or Action as Necessary: Aquatic Biologist, Inc. annual contract and fish restocking fees for the ponds.
  - c. Discussion and/or Action as Necessary: COM2 contract for recycling events.
  - d. Discussion and/or Action as Necessary: Envirocon annual contract for turf maintenance, fertilization, weed control and annual mulching.
  - e. Discussion and/or Action as Necessary: Midwest Pros Exterior Painting of chain link fence at the tennis courts and acknowledgement of \$1,000 donation.

- f. Discussion and/or Action as Necessary: Stop N Go Portables contract for portable toilets in the parks.

## **12. PERSONNEL & POLICY COMMITTEE**

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or action as Necessary: Vacant Board Trustee position.

## **13. 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 approval of monthly bills and payroll.
- c. Discussion and/or Action as Necessary: Review Audit Proposals from four auditing firms with recommendation and/or approval.

## **14. 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 or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting(s) other than the governmental body specially referred to above in this notice. Please note, that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, please contact the Village Office at 262-392-2271.

**VILLAGE OF NORTH PRAIRIE**  
**Village Board Meeting**  
**January 9<sup>th</sup>, 2025**

1. **Call to Order:** Village President Hall called the January 9<sup>th</sup>, 2025, Village Board meeting to order at approximately 6:32 pm.
2. **Roll Call:** Roll call was taken with the following present: President Deb Hall, Trustee Donna Samuels, Trustee Mike McCormick, Trustee Dave Schroeder, Trustee Frank Rewasiewicz and Trustee Cheri Lampe.

Also Present: Evelyn Etten, Police Chief Sal Tamez, Nancy J. Zastrow, Acting Clerk/Treasurer and approximately 50 residents.

3. **Pledge of Allegiance:** President Hall led the Board in the Pledge of Allegiance.
4. **Confirmation of Proper Notice of Meeting:** Administrator/Clerk/Treasurer Etten confirmed the agenda was posted in three locations and on the Village website.
5. **Approval of December 12, 2024 – Village Board Meeting Minutes:** Trustee Samuels moved, seconded by Trustee Rewasiewicz to approve the December 12, 2024 minutes as presented. There was a minor typo on page 3, this will be corrected.

6. **Presentation of Civic Pride Award and donation to Friends of Native Gardens**  
President Hall announced the 2024 Civic Pride Award recipient Gary Nickerson. He was nominated for all the contributions he gave to the Village of North Prairie. Debbie Nickerson accepted the award. Mrs. Nickerson thanked everyone for this honor.

The financial component of this award has been donated to the Friends of Native Gardens in North Prairie. Several members of the group were in attendance and thanked Mrs. Nickerson for the generous donation towards their continued efforts.

John Heinz Taylor reiterated his family is donating two trees in memory of Mr. Nickerson, one for the village and one for the family. He ordered them today and will work with the village public works and the Nickerson family to get the trees planted in spring.

7. **Reports: Building Inspector, Fire, Police, and Public Works Department:** The monthly reports were submitted for the record. We are missing two from November – staff will follow up on those reports.
8. **PUBLIC COMMENT – (No official action will be taken under Public Comment)**  
*Note: Comments will be limited to 3 minutes per resident*

President Hall moved to open the public comments, Trustee Schroeder seconded the motion at approximately 6:43 pm. Motion carried.

President Hall explained the Board would accept comments regarding the rate increase, but are not in the position to change anything.

Debra Carrasco-Zanini – 212 Corby Drive – She stated in 1988 she was elected as a trustee for the Prairie Village Water Trust ("PVWT") and served until 1993. She has a lot of history on the PVWT. The water system is approximately 50 years old and was started by the

original developer of the Prairie Village Subdivision. The original developer went bankrupt homeowners in the Prairie Village subdivision took over the duties of the PVWT. There has been a lot of things being said Facebook and she said replacing the current 3 Trustees who are serving would not be in the best interest of the citizens or the PVWT. Regular communication is needed and a meeting should be held between the owners/users of water system and the current PVWT trustees.

John Heinz Taylor – 318 N. Main Street – Mr. Taylor stated this is listed as possible action, this is a private entity, and they should attend a water trust meeting for any action. President Hall explained the Village Board has zero say on the rate increase, the intent is to react and if the feeling of the of the Village Board is to send a letter encouraging open communication between the trustees of the PVWT and owners/users of the water system, the agenda allows the Village Board to react.

John Russell – 415 Prairie Drive – Mr. Russel stated he has posted on social media about the large increase in water fees by the PVWT. He asked if the Village Board could do the following:

1. Can the Village Board put a pause in any new construction in the Village?
2. Can the Village Board look at Ordinance 54.33 regarding abandoning private wells – could this ordinance be rescinded?
3. In regard to Ordinance 54.33 – if not rescinded, could the penalty be change to \$.01/per day?

He understands the board has no say on the Water Trust. He stated he is working on a petition to be brought to a future meeting of the PVWT.

There were no other comments.

Trustee Lampe stated if the residents/users want the PVWT to conduct a meeting, they certainly can submit a petition per section 14(e) of the Trust Agreement of the PVWT.

President Hall moved to close the public comment at 6:52 pm, Trustee Samuels seconded the motion and carried.

## 9. VILLAGE PRESIDENT

- a. Report to Village Board: President Hall reported Administrator Etten and President Hall met recently with DPW Dave Molitor regarding his retirement. He has stated he will let us know by April 1<sup>st</sup> but is looking at June 30<sup>th</sup> as a firm date. We will work with his timeline.
- b. Discussion and/or Action as Necessary: Resignation from Trustee Amber Pelligrino: President Hall explained Trustee Pelligrino submitted her resignation from the Village Board effective December 31<sup>st</sup>, 2024. President Hall read her resignation letter into record. President Hall stated Personnel & Policy will discuss how to proceed at their upcoming meeting.
- c. Discussion and/or Action as Necessary: Appointment of Trustee Donna Samuels as Public Works, Building & Grounds Chair: President Hall moved to appoint Trustee Donna Samuels as Chairman of the Public Works, Building & Grounds Committee, Trustee Schroeder seconded the motion and carried.
- d. Discussion and/or Action as Necessary: Appointment of Trustee Dave Schroeder on to the Public Works, Building & Grounds Committee. With the resignation of Trustee Pelligrino there is a vacancy on the Building & Grounds Committee. President Hall is recommending appointing Trustee Schroeder until May, 2025.

President Hall moved, second by Trustee Mc Cormack to appoint Trustee Dave Schroeder to fill the open position on the Building & Grounds Committee. Motion carried.

- e. Discussion and/or Action as Necessary: Appointment of Trustee Dave Schroeder to Plan Commission as the Trustee appointment. President Hall moved, second by Trustee Samuels to appoint Trustee Dave Schroeder to Plan Commission to fill the vacant trustee position. Motion carried.
- f. Discussion and/or Action as Necessary: Regarding the rate increase announced by the Prairie Village Water Trust, effective 1/1/25.

President Hall explained she placed this on the agenda to educate the Village Board and residents regarding the PVWT. She has been in contact with the staff at the PVWT and read into record a letter from the PVWT explaining they will be organizing a meeting and will notify the residents.

Trustee Samuels asked if the meeting would be open to the public. President Hall noted it would be open to the public, but they are not required to publish a notice, and she is not sure if the commercial properties will be invited. Trustee Samuels stated she is not sure if it is of any value to state our concerns, she sent an email to the trust to ask about the rate increase and has received no response. She reiterated we need more communication.

Trustee Samuels moved to draft a letter to the PVWT stating the Village Board would like to see transparency, communication and supporting documents for the rate increase. Trustee Lampe seconded the motion. Trustee Rewasiewicz agrees and would like to see us use our ability to help promote a water trust meeting. Transparency and an explanation would help the residents.

President Hall stated she would like to know what the capital improvements are. Trustee Schroeder asked if it is true the PVWT board only meets once a year and are only required to have an Annual Meeting. President Hall stated they are not required to inform anyone of any other meetings. Discussion followed. Trustee Samuels asked how soon the letter would be ready, it will need to be sent out tomorrow (Friday). Motion carried.

Trustee Samuels moved to suspend the rules to allow Lou McGiffek to speak, Trustee Rewasiewicz second at 7:20 pm.

Lou McGiffek – 217 Corby Drive – Ms. McGiffek stated the PVWT cannot have any vote without a ten-day notice. She explained she was a trustee of the PVWT until 1998, and she does not know the current trustees who are serving. We were the largest private water system in the state at one time. PVWT is governed by the WDNR and is not governed by Public Service Commission. They most likely meet monthly or at least regularly and are doing the best job they can. She also explained there are three wells – 900', 100' and 300'. The water is chlorinated and is fed by a natural spring. She noted the cost if the water system went public, water rates would be much higher than they are now.

President Hall stated this is an opportunity to open lines of communication, they will put a letter together and see what the next steps with the water trust will be.

- g. Discussion and/or Action as Necessary: To review dual-authenticity sign in process.  
President Hall noted in the board packet an explanation of the dual authentication and how it will work. She stated if anyone is having issues to let Administrator Etten know.

- h. Discussion and/or Action as Necessary: To review and adopt the proposed organizational chart.

President Hall explained the Village should put into place an organizational chart. President Hall and Administrator/Clerk/Treasurer Etten worked together to create this. The Administrator is the day-to-day leader of all departments. Discussion followed.

Trustee Samuels moved, second by Trustee Lampe to approve the Village of North Prairie Organizational Chart as presented. President Hall stated this is a living document and as staff or committees change for the Village, the organizational chart will be updated. Motion carried.

- i. Discussion and/or Action as Necessary: To review the job description for the Deputy Clerk/Treasurer's position.

Administrator/Clerk/Treasurer Etten and Assistant Clerk/Treasurer Zastrow worked on the job description. The position is budgeted for 15 – 20 hours/week at \$20 - \$22/hour. Discussion followed.

Trustee Rewasiewicz moved, second by Trustee Samuels, to approve the job description. Motion carried.

- j. Discussion and/or Action as Necessary: To authorize the Village Administrator to post the employment ad.

President Hall explained the ad would be posted for 15 – 20 hours per week depending on the workload. Specifics will be left to staff discretion.

Trustee Rewasiewicz moved, second by Trustee Samuels, to authorize staff to post with the work schedule removed. Motion carried.

- k. Discussion and/or Action as Necessary: To authorize the Village Administrator to begin the hiring process for the Deputy Clerk/Treasurer's position.

President Hall reviewed the timeline for hiring the deputy position. She explained in the past the Personnel & Policy Committee were involved in the interviews. President Hall is suggesting this does not need to involve Personnel & Policy and instead leave the interview and hiring process up to the Administrator. The consensus of the board agreed with the recommendation. No action was taken.

- l. Discussion and/or Action as Necessary: Extension of Nancy Zastrow's contract.

President Hall explained the original contract with Zastrow was for 120 days and that is up at the end of January, 2025. There is a February primary, and staff would like to continue having support to run the election. Zastrow is willing to stay till the end of April.

President Hall moved, second by Trustee Rewasiewicz to approve the extension of the contract with Njzastrow Consulting LLC thru April 30<sup>th</sup>, 2025. Motion carried.

10. **VILLAGE ADMINISTRATOR/CLERK/TREASURER**

- a. Report to the Village Board - Administrator/Clerk/Treasurer Etten gave updates on the following:
- Tax payments are coming in steady. There was a mix up with the mailing address instead of going to the Waukesha County Treasurer it had the Village Hall address. Staff are taking any received at village hall to the county weekly.
  - ARPA Funds and Report – we have filed the necessary paperwork and accounted for 100% expenses.
  - Election Update – we will have a February primary, and the April Election will see races for Village President and Village Board.

Trustee Samuels asked for the status of the additional ExPress Vote machine. Staff are working with ES & S and hope to have this by the April election.

11. **PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE**

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

Trustee Mc Cormack reported he met with Municipal Judge and is working on issues. He is looking for a rental agreement for use of the village hall facility and also job descriptions. He is working to set up a meeting with the other municipalities involved with the court towards the end of the month.

Kettle Moraine Fire District, it appears the Village of North Prairie is paying more for coverage versus usage. The committee is working on a review of the fire agreement since the fire district inception. President Hall explained our fire agreement was a fixed cost when the merger happened. This was a combination of the three boards and each municipality would pay a percentage of the costs for the department. Based on the runs it appears North Prairie has 25% of the run volume but per the agreement we are paying 37%. The Village has the ability to request a review in accordance with the fire agreement.

12. **PUBLIC WORKS BUILDING & GROUNDS COMMITTEE**

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

Trustee Samuels reported there have been no meeting scheduled since last month. She is hoping to get a meeting scheduled for next week.

13. **PERSONNEL & POLICY COMMITTEE**

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

President Hall stated the committee has not met since November. A meeting has been scheduled for January 21, 2025 @ 8:30 am. There will be discussion job descriptions, Employee Handbook, Committee structures & responsibilities and code codification.

14. **FINANCE & FEE COMMITTEE**

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

Trustee Rewasiewicz reported the committee is working on the insurance renewal with R & R and hall rental procedures.

- b. Discussion and/or Action as Necessary: Review of RFP for Accounting Services.

Trustee Rewasiewicz explained the RFP for audit services. Administrator Etten worked on the RFP and brought it to the committee for approval.

Trustee Rewasiewicz moved, second by Trustee Schroeder, to solicit RFP's for audit services. Motion carried.

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

Trustee Rewasiewicz presented the monthly bills and payroll.

Trustee Rewasiewicz moved to approve check #19726 - #19791 which encompasses accounts payable and payroll in the amount of \$132,584.76. Trustee Schroeder seconded the motion and carried.

15. **MOTION TO ADJOURN**

Trustee Rewasiewicz moved, second by Trustee Schroeder to adjourn the January 9<sup>th</sup>, 2025, Village Board meeting at approximately 7:58 pm. Motion carried.

Respectfully submitted,

Nancy J. Zastrow  
Assist. Deputy 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

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## Chief's monthly report:

- For the month of January, the district responded to 48 calls.
- As of today, February 6, 2025, we are at 54 total calls.
- E33 is back in service at Station 33. The issue was with the engine ECM, which was replaced by Reliant Fire Apparatus.
- T35 is still out of service. We are waiting on scheduling availability with Best Truck Repair to get an estimate for the repairs needed.
- All the other apparatus is currently in service.
- Our new staffing model is working well. We have covered a majority of the night shifts with personnel in the station.
- Based on feedback from the survey I sent out, I will be establishing 4 committees within the department. The 4 committees will be as follows:
  - Communication and Team Development
  - Leadership and Policy Restructuring
  - Budget and Resource Management
  - Strategic Planning
- I will appoint a committee chair within each committee to ensure strong leadership, and each committee for accountability and tracking purposes. I will also expect regular committee meetings and updates.
- I do not have an update on the AFG Grant that we applied for at this point.
- Our annual awards banquet will be held on February 22<sup>nd</sup>. We will be soliciting coverage for the district during this event. I am waiting to hear back on fire coverage from the Troy Center Fire Department and EMS coverage from the Village of Waukesha Fire Department.

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

2025

	EMS	Fire	Fire/EMS	TOE	VOE	VONP	MA	Total
January	30	17	1	24	7	6	11	48
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
	30	17	1	24	7	6	11	48

**Call**  
**Total 48**

Mutual Aid	11	23%
Town of Eagle	24	50%
Village of Eagle	7	15%
Village of North Prairie	6	13%

**North Prairie Police Department  
Monthly Report  
January 2025**

	Current Month	YTD*
Calls for Service	41	41
Citations/Charges	08	08
Warnings	00	00
Incident Reports	01	01

**CITATIONS/CHARGES ISSUED**

OAs after Registration Revoked, Suspended or Canceled  
 Non-Registration of Vehicle  
 Fail/Stop at Stop Sign  
 Speeding in School Zones  
 Exceeding Speed Zones/Posted Limits  
 Disorderly Conduct with M/V

**SQUAD MILES: & MAINTENANCE**

SQUAD 687:  
 SQUAD 686: - 821

**OTHER CALLS**

Assist Business  
 Assist Citizen  
 Assist Waukesha Sheriff  
 Business Check  
 Dispute  
 Extra Patrol  
 Follow-Up  
 Fraud  
 Gas Skip  
 House Check  
 Juvenile Problem  
 Monitor School Zone  
 Monitor Speed  
 Open Window/Open Door  
 Suspicious Person/Activity  
 Turned over Property

**HOURS:**

CHIEF: 84  
 ASSISTANT CHIEF 28  
 PATROL 168.75  
 CLERICAL: 107

# Work Shift Comparison

## NORTH PRAIRIE POLICE DEPARTMENT

From 1/1/25 To 12/31/25

Date Run: 2/5/2025

<b>Category: Assist</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>3rd Shift</b>	
<u>Nature of Incident</u>	<u>07:00 to 14:59</u>	<u>15:00 to 22:59</u>	<u>23:00 to 06:59</u>	<u>No Time Entered</u>
Assist Business				
Assist Citizen	7	1		
Assist Waukesha Sheriff		1		
Business Check	1	1		
Extra Patrol	4	2		
Matter of Record- WSD	5	4	7	
<b>Assist subtotals:</b>	<b>17</b>	<b>9</b>	<b>7</b>	<b>0</b>
<b>Category: Criminal</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>3rd Shift</b>	
<u>Nature of Incident</u>	<u>07:00 to 14:59</u>	<u>15:00 to 22:59</u>	<u>23:00 to 06:59</u>	<u>No Time Entered</u>
FRAUD	1			
Gas Skip	1	2		
<b>Criminal subtotals:</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Category: Municipal</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>3rd Shift</b>	
<u>Nature of Incident</u>	<u>07:00 to 14:59</u>	<u>15:00 to 22:59</u>	<u>23:00 to 06:59</u>	<u>No Time Entered</u>
Disorderly Conduct with a Motor Vehicle	1	1		
Dispute		1		
<b>Municipal subtotals:</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Category: Service</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>3rd Shift</b>	
<u>Nature of Incident</u>	<u>07:00 to 14:59</u>	<u>15:00 to 22:59</u>	<u>23:00 to 06:59</u>	<u>No Time Entered</u>
Follow-up	2			
House Check		2		
Juvenile Problem	1			
Open Door/Window		1		
Suspicious Person/Activity	2		1	
Turned Over Property	2			
<b>Service subtotals:</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>0</b>
<b>Category: Traffic</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>3rd Shift</b>	
<u>Nature of Incident</u>	<u>07:00 to 14:59</u>	<u>15:00 to 22:59</u>	<u>23:00 to 06:59</u>	<u>No Time Entered</u>
Failure to Stop	1			
Monitor School Zone	3			
Monitoring Speed	3	1		
OAS/OAR/Other License Violations	1			
Registration/Title Violation		1		
Speeding Violation	3	1		
<b>Traffic subtotals:</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Grand Totals:</b>	<b>38</b>	<b>19</b>	<b>8</b>	<b>0</b>

# January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Justin H	3 Ryan	4 Ryan
5	6 Brent	7 Ryan	8 Justin H KIM-COURT	9 Justin H	10 Ryan	11 Justin
12	13 Brent Brad	14 Brent	15 Kim Kyle	16 Kim	17 Ryan	18
19	20	21 Justin H	22	23 Brent	24 Kim	25
Matt	Brad	Brad	Kyle	Justin		
26	27 Justin B	28 Justin H	29 Justin H	30 Justin H	31 Kim	
	Brad	Justin	Kyle	Brad		

## Village Clerk

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**From:** Dave Molitor  
**Sent:** Wednesday, February 5, 2025 2:12 PM  
**To:** Village Clerk; Deputy Clerk; Deborah Hall; Donna Samuels; Dave Schroeder; Michael McCormack; Frank Rewasiewicz; Cheri Lampe  
**Subject:** January DPW Report

1. Clean Village Hall weekly.
2. Plowing and salting operations done by Tom Roder.
3. Sort thru papers from closets and storage areas and determine which needs to be saved and which needs to be destroyed. Forward needed papers to Nancy Dep Clerk for final approval b-4 destroying.
4. Clean and organizing of DPW shop. Clean out storage cabinets and go thru upstairs storage area.
5. Make deliveries to courthouse to drop off taxes.
6. Kellen has been loading files into records for homes by address and tax key. All files are now alphabetical by street.
7. Physical Therapy for rotator repair twice weekly.

### **Dave Molitor**

North Prairie Public Works

Cell Phone: 262-470-9425

130 N Harrison Street

North Prairie, WI 53153

dave.molitor@northprairiewi.gov

**Paul Farrow**  
County Executive

**Gail Goodchild**  
Director of Emergency Preparedness

**Waukesha County**  
Department of Emergency Preparedness  
Waukesha County Communications

JOINT POWERS AGREEMENT  
COUNTY 9-1-1 EMERGENCY SYSTEM

WHEREAS, Waukesha County and the municipalities located within the boundaries of Waukesha County have implemented an Emergency 9-1-1 System for the purposes of providing emergency services to residents and visitors of these municipalities, including the fire fighting, law enforcement, ambulance, medical and other emergency services; and


WHEREAS, Section 256.35(9), Wis. Stats, "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Waukesha County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Waukesha County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements and conditions contained herein, it is hereby jointly agreed between Waukesha County and the Village of North Prairie, as follows:

1. That effective January 1, 2025 this Agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2025.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Waukesha County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Section 256.35(9)(c), Wis. Stats.

Waukesha County  
Department of Emergency Preparedness

Village of North Prairie

  
Gail Goodchild  
Date 01/07/25

BY: \_\_\_\_\_  
Deborah Hall, President Date

BY: \_\_\_\_\_  
Evelyn Etten, Village Clerk/Treasurer  
Date

# VILLAGE OF NORTH PRAIRIE

## Board Report – February 13, 2025

*from the Village Administrator/Clerk/Treasurer*

February 13, 2025

To: Village Board Members

### **Spring Election:**

- The **Spring Primary date is February 18<sup>th</sup>, 2025**, for School Superintendent only
- The **Spring Election is April 1, 2025.**

Deborah Hall – Village President	Dan Miresse – Village President & Trustee
Donna Samuels – Trustee	Andrew Harmann - Trustee
Frank Rewasiewicz – Trustee	Steven Svec - Trustee

**Office Hours:** Being open two and half days to the public is working well. However, it seems that my work demands are greater on Monday's and Friday's trying to either start or finish getting ready for meetings or closing out accounting duties. It might be worth consideration to be open Tuesday's and Thursday's all day and keep Wednesday's mornings open and closed to the public on Monday's and Friday's.

### **Deputy Clerk Search:**

- To date, only one person expressed interest in the position. Personnel and Policy committee to discuss options.

**Spending Authority Policy:** Attached is a copy of the policy related to spending authority.

**RFP for Auditors Update:** We have received four bids for the auditing services to be reviewed at fee & finance committee and by the board on 2/13/25. These are the firms that submitted bids: Kerber Rose, Clifton, Larson & Allen, Bauman Associates, and Hawkins/Ash CPAs.

**Designation of set meeting schedules for all committees:** Request committee chairs designate regular meeting dates for committees so the calendar can be set.

- Personnel and Policy Committee to meet on the 3<sup>rd</sup> Tuesday of each month at 8:30 a.m.
- Finance & Fee Committee to meet at 5:30 pm on the Thursday before the monthly board meeting

**Current Tasks:** Administrator/Clerk/Treasurer is working on the following in conjunction with the respective committees:

- Update the employee handbook for board review and adoption
- Update job descriptions for board review and adoption
- RFP for Planning Firm
- RFP for rewrite of Zoning Code for 2026 budget planning purposes
- RFP for Comprehensive Plan for 2026 budget planning purposes
- Structure of Committees
- Court related expenses to the Village of North Prairie

Respectfully submitted,  
Evelyn Effen  
Administrator/Clerk/Treasurer



VILLAGE OF NORTH PRAIRIE

Policy No. FIN 2016-02

**POLICY REGARDING VILLAGE EXPENDITURES**

In order to ensure that the funds at the disposal of Village of North Prairie (the "Village") are properly spent and in accordance with the best interest of the Village as a whole, the Village Board of the Village does hereby adopt the following policy and agree that all contracts will continue to require Village Board approval with a signature by the Village President; and

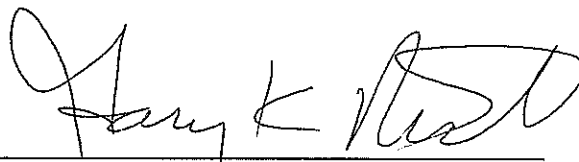
No equipment or supplies shall be purchased by any Village official or employee unless previously budgeted and approved in accordance with the following:

- (a) expenditures for \$2,000.00 or less shall be approved and authorized by a department head;
- (b) expenditures for \$4,999.99 or less shall be approved and authorized by the Committee in charge of the respective expenditure; and
- (c) expenditures for \$5,000 or more shall be approved and authorized by the Village Board.

Any violation of this policy is subject to disciplinary action as contained in Section 9 (A) of the Village's Employee and Elected Officials Manual and Standards of Conduct.

Village Approval and Effective Date:

August 11, 2016

  
\_\_\_\_\_  
Gary Nickerson, Village President

Attest: Rhoda Bagley  
Rhoda Bagley, Village Clerk



N4828 Highway 45 S., Fond du Lac, WI 54937  
 (920) 921-6827 800-442-6648  
 Fax: (920) 921-1690

Specialists in Lake & Pond Management, Services, & Supplies

# Estimate

DATE	ESTIMATE #
1/13/2025	3287

BILL TO NAME / ADDRESS
c/o Dave Molitor Village of North Prairie 130 N. Harrison St. North Prairie, WI 53153

SHIP TO / WORK SITE
Village of North Prairie North Prairie, WI 53153

PROJECT	Estimate Valid Until	ABI PROJECT REP	PAYMENT TERMS
	11/30/2025	RWL	Net 30

QTY	DESCRIPTION	PRICE EACH	UM	TOTAL
	2025 Estimate for North Prairie Pond based on the past			
	Aeration Servicing and Routine Maintenance			
9	Labor - Acid Wash Diffusers Free Visual Survey of Eurasian Watermilfoil while cleaning diffusers.	40.00	EA	360.00
1	Aeration Parts: to include 3 external filters, 6 internal filters, 6 o-rings and 1 internal screw cap.	125.00		125.00
1	Routine compressor maintenance, servicing and oiling of fans.	135.00		135.00
10	ABI Blue Dye - Gallon (recommend 5 per visit if approved) Estimating two times. No charge application when on site.	50.00	GL	500.00
	Shoreline Treatment for Pondweeds and Algae if approved and warranted per treatment.			
1	Product	990.00		990.00
1	Boat / Pump Sprayer Application	375.00		375.00
	Invasive Curlyleaf Pondweed treatment and EWM to be determined if plants are present and at nuisance levels. Separate estimate or verbal cost for approval.			
2	Mileage/Travel	150.00		300.00
	Subtotal for services above			2,785.00
	Cattail Treatment			
1	Estimated Product and application for managing existing areas	275.00		275.00
	Optional: Part of Total for budgeting			
250	250 pounds Fathead Minnows	7.00	LB	1,750.00
	Mileage - Fish Delivery, Oxygen, Travel.	175.00		175.00

To the fullest extent permitted by law, each party (the "Indemnifying Party") shall indemnify and hold harmless the other party, their agents and employees from and against third-party claims, resulting in direct damages, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, injury or destruction of tangible property, including loss of use resulting there from, but only to extend caused by the willful, negligent acts or omissions of the Indemnifying Party or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate other rights or obligations of indemnity which would otherwise exist.

**SUBTOTAL**

**SALES TAX (0.0%)**

**TOTAL**

Acceptance of Proposal: The above prices, specifications and conditions are hereby accepted per the client signature below. Aquatic Biologists, Inc. authorized to do the work as specified. A downpayment has been submitted and remainder of payment will be made according to the TERMS

CLIENT SIGNATURE

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_



N4828 Highway 45 S., Fond du Lac, WI 54937  
 (920) 921-6827 800-442-6648  
 Fax: (920) 921-1690

Specialists in Lake & Pond Management, Services, & Supplies

# Estimate

DATE	ESTIMATE #
1/13/2025	3287

<b>BILL TO NAME / ADDRESS</b>
c/o Dave Molitor Village of North Prairie 130 N. Harrison St. North Prairie, WI 53153

<b>SHIP TO / WORK SITE</b>
Village of North Prairie North Prairie, WI 53153

<b>PROJECT</b>	<b>Estimate Valid Until</b>	<b>ABI PROJECT REP</b>	<b>PAYMENT TERMS</b>
	11/30/2025	RWL	Net 30

QTY	DESCRIPTION	PRICE EACH	UM	TOTAL
	Subtotal for Minnows if approved. Please send current fish farm license for our files.			2,200.00

To the fullest extent permitted by law, each party (the "Indemnifying Party") shall indemnify and hold harmless the other party, their agents and employees from and against third-party claims, resulting in direct damages, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, injury or destruction of tangible property, including loss of use resulting there from, but only to extend caused by the willful, negligent acts or omissions of the Indemnifying Party or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate other rights or obligations of indemnity which would otherwise exist.

<b>SUBTOTAL</b>	\$4,985.00
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<b>SALES TAX (0.0%)</b>	\$0.00
-------------------------	--------

Acceptance of Proposal: The above prices, specifications and conditions are hereby accepted per the client signature below. Aquatic Biologists, Inc. authorized to do the work as specified. A downpayment has been submitted and remainder of payment will be made according to the TERMS.

<b>TOTAL</b>	\$4,985.00
--------------	------------

CLIENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



## 2025 Fish Order Form

N4828 Highway 45 S.  
Fond du Lac, WI 54937  
1-800-442-6648  
(920) 921-6827 Fax: (920) 921-1690  
info@aquaticbiologists.com  
www.aquaticbiologists.com

Specialists in Lake & Pond Management, Consulting, Services & Supplies

Fathead Minnows are the most important fish in any lake or pond management program.  
We recommend stocking about 100 - 200 lbs. per surface acre in most water bodies.

### Fathead Minnows are our #1 selling fish species!

Fathead Minnows	100-200 lbs./acre	50-100 lbs.	\$7.50/lb.	
Sold In 25 Pound Increments	(About 220/lb.)	125-250 lbs.	\$7.00/lb.	
(1000+ lbs. Call for pricing)	<b>Minimum 50lbs</b>	275-475 lbs.	\$6.75/lb.	
		500-1000 lbs.	\$6.25/lb.	

#### Fathead Minnow Delivery Rates:

Distance (Fond du Lac, WI to Your Pond)	0-24 Miles	25-49 Miles	50-74 Miles	75+ Miles
Minnow Delivery/Oxygen/Mileage	\$75	\$125	\$175	Call for Pricing

Labor Surcharge of \$125 for ponds further than 500 feet from truck/trailer access

Spring Stocking	March-June	<input type="checkbox"/>
Fall Stocking	September-December	<input type="checkbox"/>

Minnow Orders In Before March 15th Will Ensure Spring Delivery And No Later Than October 15th For Fall Delivery

<p style="text-align: center;"><b>All Fish Are Health &amp; VHS Certified</b></p> <p>A current Fish Farm License or WI DNR fish stocking permit is <b>required before</b> order confirmation. Please return permit or license with order form. We will assist you, if you need help.</p>	Delivery Fee	
	Total	
	Tax	
	<b>Total Amount Due</b>	

Customer/Business Name \_\_\_\_\_

Type 1 License \_\_\_\_ DNR Permit \_\_\_\_

Mailing Address \_\_\_\_\_

Delivery Address \_\_\_\_\_

Customer Would Like to be There \_\_\_\_ Delivery Driver to Call When Close \_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_






**All Orders Subject to Availability and Supply.**

Order Date \_\_\_\_\_ Taken by \_\_\_\_\_ Delivery Date \_\_\_\_\_ Delivered by \_\_\_\_\_ Supplier \_\_\_\_\_

**Gamefish Orders on Reverse Side**

**Fall 2025 Gamefish**

**\$500 Minimum Gamefish Order Not Including Delivery and Tax. Separate from Minnow Delivery**

	Hybrid Bluegill	500-1,000/acre	3-5"	\$1.75/ea.	
	Regular Bluegill (Circle to Specify)		4-6"	\$3.25/ea.	
	Largemouth Bass	25/acre	6-8"	\$8.50/ea.	
	Yellow Perch	300-500/acre	4-6"	\$3.25/ea.	
			5-7"	\$4.25/ea.	
	Walleye	25/acre	6-8"	\$6.50/ea.	
			8-10"	\$8.50/ea.	
	Black Crappie	100/acre	4-5"	\$3.00/ea.	
			5-7"	\$3.75/ea.	
Larger sizes available upon request, call for more information.					

**Gamefish Delivery Rates (Additional And Separate From Minnow Deliveries):**

Distance (Fond du Lac, WI to Your Pond)	0-24 Miles	25-49 Miles	50-74 Miles	75+ Miles
Minnow Delivery/Oxygen/Mileage	\$175	\$225	\$275	Call for Pricing

Labor Surcharge of \$125 for ponds further than 500 feet from truck/trailer access

Other Species Available (call for pricing and availability): Smallmouth Bass, Channel Catfish, Northern Pike, Tiger and Pure Muskie, Brook, Brown, and Rainbow Trout

<p align="center"><b>All Fish Are Health &amp; VHS Certified</b></p> <p>A current Fish Farm License or WI DNR fish stocking permit is <b>required before</b> order confirmation. Please return permit or license with order form. We will assist you, if you need help.</p>	Delivery Fee	
	Total	
	Tax	
	<b>Total Amount Due</b>	

Customer/Business Name \_\_\_\_\_

Type 1 License \_\_\_\_\_ DNR Permit \_\_\_\_\_

Mailing Address \_\_\_\_\_

Delivery Address \_\_\_\_\_

Customer Would Like to be There \_\_\_\_ Delivery Driver to Call When Close \_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**All Orders Subject to Availability and Supply. Gamefish Orders that are canceled by the Customer will incur a 25% fee.  
Fall Orders NO LATER Than August 15th.**

Order Date \_\_\_\_\_ Taken by \_\_\_\_\_ Delivery Date \_\_\_\_\_ Delivered by \_\_\_\_\_ Supplier \_\_\_\_\_



## AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING

THIS AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING (this "Agreement") is made and entered into as of February 13, 2025, by and between the Village of North Prairie, ~~WI~~ Wisconsin ("Village") and COM2 Recycling Solutions, an Illinois limited liability company ("COM2").

### RECITALS

**WHEREAS**, the Village of North Prairie, ~~WI is a government agency~~ Wisconsin is a municipal corporation; and

**WHEREAS**, COM2 is an Illinois limited liability company engaged in the collection and processing of electronic wastes; and

**WHEREAS**, the Village ~~of North Prairie, WI coordinates~~ wishes to coordinate a collection and processing program ~~from~~ for its ~~Member Communities~~ residents for electronic wastes designated as Collector of Covered EOL Products ("CEDs") under the Wisconsin E-Waste Law, statutes codified at WIS. STAT. §§ 287.17(1)-(11). (The "Wisconsin E-Waste Law"); and

**WHEREAS**, the Village ~~of North Prairie, WI has contracted~~ wishes to contract with COM2 ~~annually~~ to collect, accept, transport, and recycle CEDs under the Wisconsin E-Waste Law since its implementation, ~~and the Village of North Prairie has contracted with COM2 for similar services in accordance with the provisions of this Agreement~~; and

**WHEREAS**, the Village ~~of North Prairie, WI and COM2 desire to enter into an agreement~~ this Agreement regarding the scope of residential electronics equipment collection and processing from designated collection locations, located within the Village to be performed by COM2 for the Village of North Prairie, WI and the ~~and its residents of its Member Communities.~~

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, and conditions herein contained, the parties agree as follows:

#### 1. Definitions

1.1 As used in this Agreement, the following terms, when capitalized or not, shall have the meaning set forth below.

"Accepted Items" means CEDs delivered by ~~Member Community~~ Village residents to a ~~Permanent Site or a One-Day Event Site~~.

"Law" means statutes codified at WIS. STAT. §§ 287.17(1)-(11). seq., as may be amended from time to time.

"CEDs" means Covered Electronics Devices from residents as defined in the Act and set forth on Schedule 1, which may be amended from time to time in accordance with the Law.

"Collection Services" means, collectively, the Permanent Site Collection Services.

"Containers" means a semi-trailer truck trailers and /or box truck.

"DNR" means the Department of Natural Resources.

"Member Community" or "Members" means, individually or collectively residents of the ~~town and/or village~~ Village.



"One-Day Event Site" means a Site in the Village that shall be available to residents to drop off Accepted Items only. "Term" shall have the meaning ascribed thereto in Section 4.

## 2. Responsibilities of COM2

- 2.1 Except as otherwise specified herein, COM2 shall furnish personnel, labor, equipment, and vehicles necessary for the unloading acceptable CEDs ~~electronics~~ from resident vehicles. Which also includes the collection, packaging, transportation, and recycling of CEDs from the Village of North Prairie, WI.
- 2.2 COM2 shall register with the DNR as a Recycler and Collector as defined in the Law and shall provide evidence of the same to the Village during the term of this Agreement.
- 2.3 COM2 shall provide the following minimum levels of service for all One-Day Event Site collection dates: mutually agreed upon number of COM2 staff persons; collection truck(s); pallets, gaylords, and other supplies as needed or mutually agreed upon.
- 2.4 COM2 shall remove all accepted CED Items from the Event Site on the day of collection unless alternate arrangements are made with the Event Site Village. If Accepted Items remain for removal from the One-Day Event Site after the day of the collection event, COM2 shall notify Evelyn Etten, Village Administrator/Clerk/~~Treas.~~ Treasurer, the primary contact for the Village, by the next business day of the amount of Accepted Items remaining and the schedule for removal. If excess material is onsite, COM2 will collectively work with the Village of North Prairie, WI to arrive at mutually agreed upon solution for the removal of the material.
- 2.5 COM2 shall take title to, and risk of loss of, all Accepted Items upon COM2 unloading from resident vehicles. COM2 shall recycle, or cause to be recycled, all CEDs delivered by residents of ~~Member Communities~~ the Village to be transported to and recycled at a facility licensed and permitted to lawfully receive the material in accordance with applicable federal, state, and local law. COM2 shall not be responsible for normal wear and tear of ~~site~~ the One-Day Event Site or of the vehicles transporting ~~of~~ the CEDs.
- 2.6 COM2 shall provide detailed weight reports by material category and by collection in accordance with reporting requirements of the Law.
- 2.7 COM2 shall provide the Village of North Prairie, WI with a certificate of recycling for Items collected by COM2.
- 2.8 COM2 shall notify and provide information to the DNR about the event, as may be required by the Law.

## 3. Responsibilities of ~~(Company Name/Municipality)~~ the Village

- 3.1 Cheri Lampe, Village Trustee, shall be the primary contact for COM2 throughout the ~~contract term~~ of this Agreement.
- 3.2 Cheri Lampe, Village Trustee, shall coordinate with DPW and PD North Prairie Department of Public Works and the North Prairie Police Department staff to identify sufficient space for COM2 to perform the collection, packaging, and loading of Accepted Items at ~~site~~ the One-Day Event Site.



3.4 Cheri Lampe, Village Trustee, shall facilitate communication between COM2 and ~~Member Community~~Village staff regarding time and location of delivery of trucks and supplies for sites in advance of the start of the event.

3.5 Cheri Lampe, Village Trustee, shall coordinate with Administrator/Clerk/~~Treas.~~Treasurer regarding posting of the list of Accepted Items and participation limits in accordance with the Law.

3.6 Cheri Lampe, Village Trustee, shall notify COM2 of any cancellation of Collection Services due to weather or other circumstances outside of the Village of North Prairie, WI~~Village's~~ or COM2's direct control as soon as practicable. ~~In the event that notice of cancellation is not provided more than two (2) hours prior to COM2's scheduled arrival time.~~

3.7 Cheri Lampe, Village Trustee shall be responsible for communicating any changes in collection practices or Accepted Items to the ~~Member Communities~~residents.

4. **Term of the Agreement**

4.1 The initial term of this Agreement shall commence on May ~~15 and October 11~~11, 2025, and end on ~~May 15 and October 11~~11, 2025, unless terminated earlier in accordance with this Agreement or extended in writing by mutual agreement of the parties.

5. ~~Indemnification~~Intentionally Deleted.

~~5.1 The Village of North Prairie, WI to indemnify, defend and hold harmless COM2 and the Member Communities, and its and their respective officials, employees, agents, representatives and attorneys, in both their official and individual capacities (collectively, the "Indemnitees"), from and against any and all injuries, deaths, claims, losses, damages, suits, demands, actions and causes of actions, expenses, fees (including attorneys' fees and court costs) and costs which may be asserted against an Indemnitee in consequence of entering into this Agreement or which may result from or arise out of any action or omission of COM2, its officers, employees, agents or subcontractors under this Agreement.~~

6. **Notice**

6.1 Unless otherwise specified, any notices or communications required to be given to or served upon the ~~Village of North Prairie, WI~~ or COM2 shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier; (iii) personal delivery with receipt acknowledged in writing; or (iv) electronic delivery to the email address specified below. Either party shall have the right to change from time to time its mailing address, or email address. Until new addresses shall be given the parties' respective addresses shall be:

TO The ~~(Village of North Prairie:~~

VILLAGE:

~~Company Name:~~ Village of North Prairie, WI.  
~~Company Address:~~ 130130 N. Harrison St.  
North Prairie, WI. 53153  
Attn: ~~Evelyn Etten~~ Evelyn Etten  
Telephone Number: ~~262-392-2271~~ 262-392-2271  
Email Address: ~~clerkclerk@northprairiewi.gov~~ gov

COM2:

COM2 Recycling Solutions  
500 Kehoe Blvd.  
Carol Stream, Illinois 60188  
Attn: Syed Nabeel Hasan,  
Tel: 630-653-2662 x 240  
Email: Nabeel@COM2Recycling.com





**7. Miscellaneous**

7.1 COM2 represents and warrants that it is fully licensed under federal, state, and local law and regulations to collect, transport, store, and recycle Accepted Items. It further represents and warrants that it will perform the services to be provided under this Agreement in full conformity with all applicable federal, state, and local law and regulations.

7.2 COM2 shall not assign this Agreement or any part thereof without the prior written consent of the Village of ~~North Prairie, WI.~~

7.3 This Agreement and any questions concerning its validity, construction, or performance shall be governed by the laws of the State of ~~Illinois~~ Wisconsin.

7.4 COM2 shall act as an independent contractor. All personnel used by COM2 shall be employees of COM2. COM2 will pay all wages and appropriate expenses of said personnel, as well as employer's Federal, State and Social Security taxes, Federal and State Employment taxes and any other required personnel taxes.

7.5 \_\_\_\_\_ ~~The Village's~~ failure to act with respect to a breach by COM2 does not waive \_\_\_\_\_ ~~the Village's~~ right to act with respect to subsequent or similar breaches. The failure of \_\_\_\_\_ ~~the Village~~ to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

7.6 The provisions of this agreement shall survive the voluntary or involuntary termination of this Agreement.

**8. Safety Guidelines**

8.1 Attendees will be advised to place all items in their trunk or bed of their vehicle for safe unloading. Before approaching a vehicle to unload, COM2 staff will make sure the vehicle is no longer in motion and parked. Attendees will be asked to stay in their vehicle at all times while they are in line. Attendees will be asked to unlock their vehicle once they are at the front of the line. Line (s) will be established for vehicles.

8.2 COM2 staff will set up all bins & skids for each type of item to be recycled during the event. Stand clear of pallets, gaylords, pallet jacks, lift gates, and vehicles in motion. Volunteers will not be allowed to operate COM2 equipment.

8.3 Electronics with batteries or light bulbs will be returned to the event attendee.

8.4 In the event of poor weather such as a tornado, snowstorm or thunderstorms COM2 will shut down the event and post that the event is closed due to poor weather. ~~When needed,~~ COM2 will try to reschedule the event.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives, effective as of the day and year first written above.

\_\_\_\_\_  
**VILLAGE OF NORTH PRAIRIE**

**COM2 RECYCLING SOLUTIONS**

By: ~~Deborah Hall~~  
Deborah Hall

By: \_\_\_\_\_

Title: Village President Title: \_\_\_\_\_



Date: \_\_\_\_\_

Date: \_\_\_\_\_



## AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING

THIS AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING (this "Agreement") is made and entered into as of February 13, 2025, by and between the Village of North Prairie, Wisconsin ("Village") and COM2 Recycling Solutions, an Illinois limited liability company ("COM2").

### RECITALS

**WHEREAS**, the Village of North Prairie, Wisconsin is a municipal corporation; and

**WHEREAS**, COM2 is an Illinois limited liability company engaged in the collection and processing of electronic wastes; and

**WHEREAS**, the Village wishes to coordinate a collection and processing program for its residents for electronic wastes designated as Collector of Covered EEO Products ("CEDs") under the Wisconsin E-Waste Law, statutes codified at WIS. STAT. §§ 287.17(1)-(11). (The "Wisconsin E-Waste Law"); and

**WHEREAS**, the Village wishes to contract with COM2 to collect, accept, transport, and recycle CEDs under the Wisconsin E-Waste Law since its implementation in accordance with the provisions of this Agreement; and

**WHEREAS**, the Village and COM2 desire to enter into this Agreement regarding the scope of residential electronics equipment collection and processing from designated collection locations located within the Village to be performed by COM2 for the Village and its residents.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, and conditions herein contained, the parties agree as follows:

#### 1. Definitions

1.1 As used in this Agreement, the following terms, when capitalized or not, shall have the meaning set forth below.

"Accepted Items" means CEDs delivered by Village residents to a One-Day Event Site.

"Law" means statutes codified at WIS. STAT. §§ 287.17(1)-(11). seq., as may be amended from time to time.

"CEDs" means Covered Electronics Devices from residents as defined in the Act and set forth on Schedule 1, which may be amended from time to time in accordance with the Law.

"Collection Services" means, collectively, the Permanent Site Collection Services.

"Containers" means a semi-trailer truck trailers and /or box truck.

"DNR" means the Department of Natural Resources.

"Member Community" or "Members" means, individually or collectively residents of the Village.

"One-Day Event Site" means a site in the Village that shall be available to residents to drop off Accepted Items only.

"Term" shall have the meaning ascribed thereto in Section 4.

#### 2. Responsibilities of COM2



- 2.1 Except as otherwise specified herein, COM2 shall furnish personnel, labor, equipment, and vehicles necessary for the unloading acceptable CEDs from resident vehicles. Which also includes the collection, packaging, transportation, and recycling of CEDs from the Village.
- 2.2 COM2 shall register with the DNR as a Recycler and Collector as defined in the Law and shall provide evidence of the same to the Village during the term of this Agreement.
- 2.3 COM2 shall provide the following minimum levels of service for all One-Day Event Site collection dates: mutually agreed upon number of COM2 staff persons; collection truck(s); pallets, gaylords, and other supplies as needed or mutually agreed upon.
- 2.4 COM2 shall remove all accepted CED Items from the Event Site on the day of collection unless alternate arrangements are made with the Village. If Accepted Items remain for removal from the One-Day Event Site after the day of the collection event, COM2 shall notify Evelyn Etten, Village Administrator/Clerk/Treasurer, the primary contact for the Village, by the next business day of the amount of Accepted Items remaining and the schedule for removal. If excess material is onsite, COM2 will collectively work with the Village to arrive at mutually agreed upon solution for the removal of the material.
- 2.5 COM2 shall take title to, and risk of loss of, all Accepted Items upon COM2 unloading from resident vehicles. COM2 shall recycle, or cause to be recycled, all CEDs delivered by residents of the Village to be transported to and recycled at a facility licensed and permitted to lawfully receive the material in accordance with applicable federal, state, and local law. COM2 shall not be responsible for normal wear and tear of the One-Day Event Site or of the vehicles transporting the CEDs.
- 2.6 COM2 shall provide detailed weight reports by material category and by collection in accordance with reporting requirements of the Law.
- 2.7 COM2 shall provide the Village with a certificate of recycling for Items collected by COM2.
- 2.8 COM2 shall notify and provide information to the DNR about the event, as may be required by the Law.

### **3. Responsibilities of the Village**

- 3.1 Cheri Lampe, Village Trustee, shall be the primary contact for COM2 throughout the term of this Agreement.
- 3.2 Cheri Lampe, Village Trustee, shall coordinate with North Prairie Department of Public Works and the North Prairie Police Department staff to identify sufficient space for COM2 to perform the collection, packaging, and loading of Accepted Items at the One-Day Event Site.
- 3.4 Cheri Lampe, Village Trustee, shall facilitate communication between COM2 and Village staff regarding time and location of delivery of trucks and supplies for sites in advance of the start of the event.
- 3.5 Cheri Lampe, Village Trustee, shall coordinate with Administrator/Clerk/Treasurer regarding posting of the list of Accepted Items and participation limits in accordance with the Law.
- 3.6 Cheri Lampe, Village Trustee, shall notify COM2 of any cancellation of Collection Services due to weather or other circumstances outside of the Village's or COM2's direct control as soon as practicable.



3.7 Cheri Lampe, Village Trustee shall be responsible for communicating any changes in collection practices or Accepted Items to the residents.

#### 4. Term of the Agreement

4.1 The initial term of this Agreement shall commence on May 1, 2025, and end on October 31, 2025, unless terminated earlier in accordance with this Agreement or extended in writing by mutual agreement of the parties.

5. Intentionally Deleted.

#### 6. Notice

6.1 Unless otherwise specified, any notices or communications required to be given to or served upon the Village or COM2 shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier; (iii) personal delivery with receipt acknowledged in writing; or (iv) electronic delivery to the email address specified below. Either party shall have the right to change from time to time its mailing address, or email address. Until new addresses shall be given the parties' respective addresses shall be:

**VILLAGE:**

Village of North Prairie, WI.  
130 N. Harrison St.  
North Prairie, WI. 53153  
Attn: Evelyn Etten  
Telephone Number: 262-392-2271  
Email Address: [clerk@northprairiewi.gov](mailto:clerk@northprairiewi.gov)

**COM2:**

COM2 Recycling Solutions  
500 Kehoe Blvd.  
Carol Stream, Illinois 60188  
Attn: Syed Nabeel Hasan,  
Tel: 630-653-2662 x 240  
Email: [Nabeel@COM2Recycling.com](mailto:Nabeel@COM2Recycling.com)

#### 7. Miscellaneous

7.1 COM2 represents and warrants that it is fully licensed under federal, state, and local law and regulations to collect, transport, store, and recycle Accepted Items. It further represents and warrants that it will perform the services to be provided under this Agreement in full conformity with all applicable federal, state, and local law and regulations.

7.2 COM2 shall not assign this Agreement or any part thereof without the prior written consent of the Village.

7.3 This Agreement and any questions concerning its validity, construction, or performance shall be governed by the laws of the State of Wisconsin.

7.4 COM2 shall act as an independent contractor. All personnel used by COM2 shall be employees of COM2. COM2 will pay all wages and appropriate expenses of said personnel, as well as employer's Federal, State and Social Security taxes, Federal and State Employment taxes and any other required personnel taxes.

7.5 The Village's failure to act with respect to a breach by COM2 does not waive the Village's right to act with respect to subsequent or similar breaches. The failure of the Village to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

7.6 The provisions of this agreement shall survive the voluntary or involuntary termination of this Agreement.



**8. Safety Guidelines**

8.1 Attendees will be advised to place all items in their trunk or bed of their vehicle for safe unloading. Before approaching a vehicle to unload, COM2 staff will make sure the vehicle is no longer in motion and parked. Attendees will be asked to stay in their vehicle at all times while in line. Attendees will be asked to unlock their vehicle once they are at the front of the line. Line (s) will be established for vehicles.

8.2 COM2 staff will set up all bins & skids for each type of item to be recycled during the event. Stand clear of pallets, gaylords, pallet jacks, lift gates, and vehicles in motion. Volunteers will not be allowed to operate COM2 equipment.

8.3 Electronics with batteries or light bulbs will be returned to the event attendee.

8.4 In the event of poor weather such as a tornado, snowstorm or thunderstorms COM2 will shut down the event and post that the event is closed due to poor weather., COM2 will try to reschedule the event.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives, effective as of the day and year first written above.

**VILLAGE OF NORTH PRAIRIE**

**COM2 RECYCLING SOLUTIONS**

By: \_\_\_\_\_

By: \_\_\_\_\_

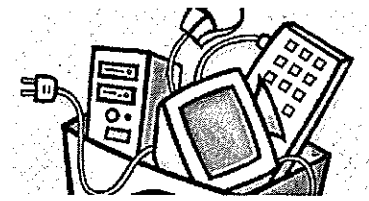
Deborah Hall

Title: Village President

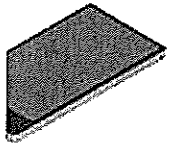
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Got some old not in use electronics collecting dust?  
Why not give them a new life!



**VILLAGE OF NORTH PRAIRIE  
and  
COM2 RECYCLING SOLUTIONS**

# FREE ELECTRONICS RECYCLING EVENT

## EVENT HIGHLIGHTS

The Village of North Prairie and COM2 Recycling Solutions are hosting a **FREE** Electronic recycling event on **Thursday, May 15th, 2025, from 4PM to 7PM at 130 N Harrison St, North Prairie, WI 53153**

COM2 will be accepting computers, laptops, printers, keyboards, mice, fax machine, phones, T.Vs, tablets, gaming consoles, DVD players, VCRs, microwaves and much more!

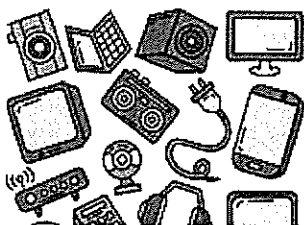
Any Hazardous materials (batteries, paint or medical waste) Freon containing items (refrigerators, air conditions) or, radioactive materials will not be accepted.

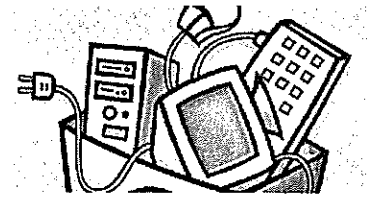
4PM- 7PM

Save the date

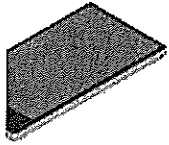
**15**

May 2025





Got some old not in use electronics collecting dust?  
Why not give them a new life!



**VILLAGE OF NORTH PRAIRIE  
and  
COM2 RECYCLING SOLUTIONS**

**FREE ELECTRONICS  
RECYCLING EVENT**

**EVENT HIGHLIGHTS**

The Village of North Prairie and COM2 Recycling Solutions are hosting a **FREE** Electronic recycling event on **Saturday, October 11th, 2025, from 9AM to 12PM at 130 N Harrison St, North Prairie, WI 53153**

COM2 will be accepting computers, laptops, printers, keyboards, mice, fax machine, phones, T.Vs, tablets, gaming consoles, DVD players, VCRs, microwaves and much more!

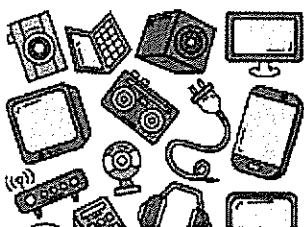
Any Hazardous materials (batteries, paint or medical waste) Freon containing items (refrigerators, air conditions) or, radioactive materials will not be accepted.

9AM- 12PM

**Save the date**

**11**

Oct 2025







## Lawn Care Service Agreement

### PRIMARY MAINTENANCE SERVICES

**Bi-Annual Cleanup Service** Season Total \$ -  
*Spring Clean-up: Removal of winter debris, leaves, twigs, branches, etc; from all areas of turf, stairwells, beds, curb areas, walks, etc. Any pruning of bushes and shrubs as needed. Visit to occur early to mid-spring as weather permits.*  
*Fall Clean-up: A major fall cleanup, multiple visits, consisting of leaf collection and other debris from all areas of turf, stairwells, beds, curb areas, walks, etc. In addition, cutting back all perennials and shrubs (Spirea, etc.) prior to winter as prescribed. May require, and includes, multiple visits based on weather conditions.*

**Turf Maintenance** Price Per Week **\$ 2,500.00** Season Total **\$ 65,000.00**  
*All branches, and other debris will be collected prior to mowing. The contract will provide for 24 weekly mowing's throughout the season (mid April to mid October). Additional mowing's shall be billed at time and material.*

**Turf Fertilization & Weed Control** Season Total **\$ 2,310.00**  
 Program: Basic Premium Custom 1/treatment per season  
*Annual spring green up fertilizer weed grass control + Full Season 100% slow-release fertilizer with broadleaf control in spring and fall.*  
*"Basic" or "Premium" program available.*  
*Service is invoiced in advance for clients NOT on a monthly contract plan, with full payment due 15 days prior to first application.*

**Bed Weed Maintenance (6 visits)** Price Per Visit \$ - Season Total \$ -  

- Early spring broadleaf weed and annual weed grass pre-emergent control
- Late spring pre-emergent annual broadleaf and weed grass control
- Two complete summer applications of post emergent weed control
- Periodic spot spraying

**Annual Horticultural Maintenance of Shrubs** Season Total \$ -  
*Includes shaping, hedging, and pruning of small landscape trees and shrubs (suckers, dead branches, thinning, etc.); One visit per season.*

### ADDITIONAL MAINTENANCE SERVICES

**Mosquito Control** Scheduled Visits: May June July August Price Per Visit \$ - Season Total \$ -  
*Consisting of (4) applications during the spring/summer season. One application per month starting around the middle of May; and, in general, repeating every month following, or as otherwise agreed to.*

**Insect Control** Price Per Visit \$ - Season Total \$ -  
*Consisting of a prescribed number of applications during the spring/summer season. Application for grubs, hornets, box elder bugs, etc. One application per month starting around the middle of May; and, in general, repeating every month following.*

**Tree Spraying (Fungicide and/or Insecticide)** # Trees: [ ] Season Total \$ -  
*Consisting of a prescribed number of applications during the spring/summer season.*

**Annual Mulching** Type: Playground Hardwood Chocolate Yards: 30 approx. Price Per Yard **\$ 97.00** **\$ 2,910.00**  

- Bed Edging:** Power edge any beds and tree rings where there is not any type of poly, metal, or brick edging, prior to mulching.
- Installation** of the appropriate mulch and amount (usually at a depth of two inches) based on the size of the bed(s). (For example: 1000 sq. ft. bed at 2" would equal 6.4 cu. yds.)
- Mulch service is invoiced separately from the monthly contract installments, with full payment due 15 days from installation.

3 Playgrounds

#### Client Information

NAME(S)	Village of North Prairie	PHONE	262-993-3044
EMAIL	amber.pellegrino@northprairiewi.gov	ATTN:	Amber Pettigrino
SERVICE ADDRESS	(3) municipal parks; pumphouse; lot; firehouse	CITY / STATE / ZIP	North Prairie, WI
BILLING ADDRESS	130 N Harrison Street	CITY / STATE / ZIP	North Prairie, WI 53153

#### Payment Agreement

Monthly Contract Installment - I agree to pay for my selected services monthly, with 8 installments due the 1st of each month, April - November. Payment will be due in full for certain specified services as described above.	Season Total	\$ 67,310.00
	Monthly Payment	\$ 8,413.75
Per Visit / Application - I agree to pay for my selected services at a per visit, or application interval; or as otherwise indicated when payment is due in full for a specified service as described to the right. I understand that all invoices for service will be due within 15 days from issue.	Turf Program Prepayment	\$ 2,310.00
	Mulch Installation	\$ 2,910.00

**Client Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



# Proposal

Midwest Painting Pros  
Exterior Painting  
Residential and Commercial

Chad Sievers  
Cell: 262.333.9695  
[Chad@Midwestpaintingpros.com](mailto:Chad@Midwestpaintingpros.com)  
P.O. Box 14  
Genesee Depot, WI 53127

Date: January 24<sup>th</sup>, 2025  
Village of North Prairie  
Tennis Court Fence

Contact: Dave Molitor  
Cell: 262.470.9425  
Village Hall: 262.392.2271  
[dave.molitor@northprairiewi.gov](mailto:dave.molitor@northprairiewi.gov)

Full Workers Compensation	2 Year Limited Warranty	\$2,000,000 General Liability Insurance
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## GENERAL DESCRIPTION: Chain Link Tennis Ct. Fence

Exterior Res.

### SCOPE OF WORK/OVERVIEW

- Paint the Chain Link Fence – Both Sides
- We will Spray the Fence, Cover and Protect the Court
- Will use a backer board to reduce overspray

Included Items: Tennis Court Fence

PREPARATION: Cover and Protect the Court

### INCLUDED Finish Coat Details

Surface Areas:	Manufacture/Paint Type	Colors	Coats
Fence	SW, DTM, Satin	Black	2

### CLEAN UP

To be completed in full daily and in upon job completion. All ladders down and stacked - Tools & equipment stored properly each evening in an acceptable, safe location determined by the customer and the Job Site Supervisor. We clean up daily and upon completion to make sure your property is "presentable" and perform a full clean-up when we are complete (including sweeping paint chips). The procedures performed to properly clean your house may create literally thousands of very small paint chips that are nearly impossible to fully clean up.

### Notes/Misc.

**CUSTOMER SERVICE COMMITMENT:** The goal for this job is to provide the best customer experience possible.

We are accomplished by being friendly and courteous, by making the client feel part of the process with daily updates and excellent communication, by doing things right the first time, and by respecting your property. We recognize that we are guests.

Past due payments will accrue interest at one- and one-half percent per month.

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**PRICE OF INCLUDED ITEMS (All labor, paint, materials)**

Total Amount: \$2,250

Midwest Painting Pros Donation: -\$1,000

New Total Amount: \$1,250

Deposit Amount: \$0

Balance Amount: \$1,250

Optional Items: Additional Costs:

N/A

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Painting Representative Signature:

Date:

*Chad Sievers*

1.24.2025

**DECLARATION**

(I/WE) HAVE READ THE TERMS STATED HEREIN, THEY HAVE BEEN EXPLAINED TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY. AND HEREBY ACCEPT THEM

(I/WE) HAVE EXAMINED THE JOB STATED HEREIN, THEY HAVE BEEN SHOWN TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY, AND HEREBY ACCEPT THE JOB AS COMPLETE

---

SIGNATURE

DATE

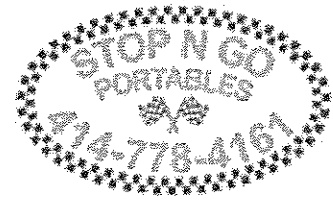
SIGNATURE

DATE

A Zero deposit is required on this job unless other agreements have been made in writing. Unless in writing prior to the start of the project, the balance is due in full upon completion. Customer is expected to make themselves available for the "Walk Through" at the completion of the jobs. Painters will do their best to inform customers of a rough time frame when the job will be complete. A 2% late fee per month will be assessed on amounts due over thirty (30) days. Those with specific payment terms in writing the thirty (30) day will start based on those terms.

WISCONSIN "Right to Cure Law" Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project. Section 895.07 (2) and (3) of the Wisconsin statutes require you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file a lawsuit, and you must provide your contractor with the opportunity to make an offer to repair or remedy the alleged construction defect. The full brochure explaining the law and the proper steps to making a claim can be found on our website, or at <http://www.wisbuild.org/right-to-cure-law.html>

NOTICE OF LIEN RIGHTS: As required by the Wisconsin Construction Lien Law, Contractor hereby notifies owner that persons or companies furnishing labor or materials for the project on the owner's land may have lien rights on the owner's land and buildings if not paid. Those entitled to lien rights, in addition to the contractor, are those that contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the project. All customers are entitled to a lien waiver upon completion and payment for the job. Our crew's carry the form with them so please feel free to ask.



January 14th, 2025

Village of North Prairie Public Works  
Dave Molitor  
130 N Harrison St  
North Prairie, Wisconsin 53153  
(262) 392-2271  
Dave.molitor@northprairiewi.gov

Dear Dave & Village of North Prairie,  
We propose the following pricing for 2025 :

- \$25 delivery and pick up fee
- \$89 per unit per month
- \$15 per unit per month for hand sanitizer
- Winterization fees apply during Winter months
- + TAX (unless exempt)

We have a 28 day billing cycle  
We are WBE(Women Business Enterprise)  
+ family/local owned & operated!

Sincerely,  
Kalla Taylor  
Senior Account Representative  
Stop N Go Portables LLC

Stop N Go Representative : \_\_\_\_\_ Date : \_\_\_\_\_

Village of North Prairie Representative : \_\_\_\_\_ Date : \_\_\_\_\_