

**VILLAGE OF NORTH PRAIRIE  
PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE  
MEETING MINUTES**

**February 26, 2025 – 4:00 PM**

**North Prairie Municipal Center, 130 N Harrison Street, North Prairie, WI 53153**

**1. Call to Order**

Committee Chair Michael McCormack called the meeting to order at 4:01 PM.

**2. Roll Call**

Present: Trustee Michael McCormack (Chair), Trustee Donna Samuelson, Trustee Amanda Schader

**3. Public Comment**

No public comments were made.

**4. Police**

**a. Discussion and possible action: Quotes for new police department computers**

Police Chief presented quotes from Bill (IT contractor) for new computers:

- 3 desktop towers at approximately \$849.99 each (rounded to \$900)
- Labor cost: \$125/hour, estimated at 1 hour per computer (\$375 total)
- Total for all three computers: ~\$2,050

Chief recommended purchasing two computers now (Mel's and his) for approximately \$2,100 to remain within the approved budget line item of \$2,841.

Discussion included:

- Compatibility issues with current systems and Windows 11 upgrade
- Need for dedicated officer computer for email and access controls
- Committee raised concerns about committing funds prior to larger departmental restructuring discussions

**Motion:** To approve \$2,100 from the police department budget for the purchase and setup of two new computers.

**Motion failed** following discussion and a tie vote. Item will be revisited at a future meeting.

**b. Discussion: Two-year department analysis and patrol coverage**

Chair McCormack presented updated analysis:

- Police services account for 15–18% of Village budget
- Noted heavy administrative hours vs patrol coverage (57.25 admin vs target of 31 admin hours/week based on 60/40 patrol/admin model)
- Patrol time in January 2025 down to 5.5 hours/day from 6.5 hours/day in 2024

Key points of discussion:

- Review of department structure and workflow efficiencies
- Possibility of reallocating administrative workload
- Potential part-time support from existing staff (Mel)
- Impact of policy review process on administrative time
- Recruitment and staffing challenges due to lack of WRS (retirement benefits)
- Future need to explore restructuring, potential full-time staffing, and/or community engagement

Chief will review data and return in March with proposals for administrative restructuring.

## **5. Fire**

### **a. Discussion: KMFD three-year analysis and cost fairness**

Chair McCormack reviewed fire service call data and continued cost inequities among municipalities:

- North Prairie consistently utilizes 24% of services while paying 28%
- Town of Eagle at 58%, Village of Eagle and North Prairie both at 21% in January 2025

### **b. Discussion and action: Drafted letter to KMFD with Village Board recommendation**

Committee reviewed a draft letter summarizing the 3-year service analysis and requesting that the Village Board send a formal request to renegotiate KMFD funding percentages.

**Motion:** To recommend the Village Board approve and send the drafted letter to the Town and Village of Eagle regarding fair cost sharing of KMFD services.

**Motion carried unanimously.**

## **6. Court**

### **a. Discussion: Draft lease with Joint Municipal Court**

Committee reviewed a new draft lease for Joint Municipal Court tenancy:

- Effective January 1, 2025 through April 30, 2028
- 2025 lease rate: \$4,600/year (budgeted amount)
- 2026 lease rate: \$13,392/year
- 2027 lease rate: \$13,928/year
- 2028 (partial year): \$4,145

Items included in rent: building usage, utilities, janitorial, shared spaces Discussion included insurance responsibilities, clarity of court usage space, and rent payment process via Village accounting system.

**Action:** No formal vote taken. Lease language and cost structure were reviewed and will be forwarded to the full Board for consideration with minor edits.

## **7. Adjourn**

Meeting adjourned at approximately 6:45 PM.

### **Minutes submitted by:**

Michael McCormack, Chair

Public Safety & Protective Services Committee