

**VILLAGE OF NORTH PRAIRIE
REGULAR VILLAGE BOARD MEETING MINUTES
OCTOBER 9, 2014**

The meeting was called to order by President D. Hall at 7:01 p.m. in the Village Board Room. Roll call was taken with the following members present:

President D. Hall

Trustees: J. Moravec, A. Pellegrino, D. Stellpflug, D. Samuels and G. Nickerson.

Clerk: R. Bagley

Absent: Trustee B. Peters

Others Present: Police Chief S. Tamez and Fire Chief B. Taylor and several Village residents.

Motion by G. Nickerson, seconded by J. Moravec, to approve the September 11, 2014 Village Board meeting minutes, along with Special Village Board meeting minutes from September 15, 17 and 22, 2014, as written. Motion carried unanimously.

Public Comments: Motion by D. Hall, seconded by G. Nickerson, to open the meeting to public comments. Motion carried unanimously.

J. Hansen, 116 N. Harrison Street, is disappointed regarding the repaving and sidewalk installation on Harrison Street. His concern is that the street is too high and will not alleviate the ponding problems in his front yard. The results are unacceptable in his opinion. He also heard that parking on Harrison Street will go away. He has 5 cars that need a place to be parked. He stated that the driveways were not properly flared. President D. Hall mentioned that the construction will be discussed later on in the meeting but mentioned that the Village Board met three times to discuss issues with Harrison Street and will have the engineering plans verified.

R. Hansen, 116 N. Harrison Street, mentioned that she saw engineers one time on Harrison Street during the reconstruction.

J. Dalgren, 119 N. Harrison Street, wanted to know who signed off on this project. No information was presented stating that the new pavement would be 8" higher than the original street.

A. Rydzik, 115 N. Harrison Street, asked if there were any penalties for the project or delays for the project. The response is that there are penalties for delays in the project.

Any parking issues or changes on Harrison Street will be discussed at the committee level prior to going to the Village Board.

Motion by D. Hall, seconded by J. Moravec, to close the meeting to Public Comments. Motion carried unanimously.

VILLAGE PRESIDENT: President D. Hall mentioned that the Fire Department has submitted their annual report. There will be a Chili cook-off on November 9th at Kettle Moraine High School hosted by the Village of Wales.

VILLAGE CLERK: The Clerk mentioned that absentee ballots are being mailed out for the November 4th election and in-person voting in the Clerk's Office will begin on October 20th. Check out the Village website for election information at www.northprairie.net.

Special Charges for 2014 Tax Roll: The Clerk mentioned that the Village had one outstanding invoice, however, the entire amount was paid in full on October 9, 2014. No action was taken.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE: D. Samuels stated the Committee met twice and worked on the 2014-2015 budgets and completed department head reviews. The Committee authorized the purchase of a new computer for the Fire Department.

Fire Department mergers/consolidation/options update: Trustee D. Samuels mentioned that there has been no further communication with the Village or Town of Eagle. It seems everyone has been focused on budgets, but the merger/consolidation discussions will continue in the near future.

Ordinance No. 02-2014 amending Chapter 16 of the Municipal Code to Create a Joint Municipal Court for the Town of Eagle, the Village of Eagle, The Town of Mukwonago, the Village of North Prairie and the Town of Waukesha. Trustee D. Samuels mentioned the Committee reviewed the ordinance and it repeals four previously adopted ordinances creating the Joint Municipal Court and correctly incorporates the updates to the existing ordinance for the Joint Municipal Court.

Motion by D. Samuels, seconded by G. Nickerson, to approve Ordinance 02-2014 amending Chapter 16 of the Municipal Code to Create a Joint Municipal Court for the Town of Eagle, the Village of Eagle, the Town of Mukwonago, the Village of North Prairie and the Town of Waukesha as presented provided all of the other municipalities approve the ordinance with identical terms. Motion carried unanimously.

Use of Village Fire Dept. vehicle by Eagle Fire Dept.: Item was tabled with no action taken.

Motion by D. Samuels, seconded by J. Moravec, to suspend the rules for Chief Taylor to speak. Motion carried. Fire Chief B. Taylor indicated that the Eagle Fire Department has received insurance funds to rent vehicles for a certain time and would like to wait until the end of November before making any decisions. D. Hall advised the Committee to review any insurance requirements and agreements prior to bringing anything back to the Village Board.

PUBLIC WORKS, BUILDINGS AND GROUNDS COMMITTEE: D. Stellpflug updated the Board regarding items discussed at the last meeting. The culvert end repairs have been completed at the west pond located on St. Andrews Blvd. The catch basin repairs have not been completed at this time. The culvert will be replaced on Morrissey Drive on Friday, October 10th. The Committee discussed eliminating the spring yard-waste pickup with John's Disposal. The pump house will be maintained over the winter in case of use by the Fire Department. The Village will be advertising to fill a part-time snow plowing position.

2014 Road Program regarding delays in completion of projects: D. Stellpflug presented pages out the engineered contract with Payne & Dolan, Inc. and briefly described the proposed installation of Harrison Street. The street was paved October 1st and 2nd. The engineers will verify if the street was pulverized and paved according to the engineered specifications, and this should be done as soon as possible to determine how to finish the remainder of the project. The driveways were installed with a radius, and not flared as requested at the special meeting. One driveway at 112 N. Harrison was left with an 8" drop-off and was not blended. Numerous phone calls by J. Moravec and D. Stellpflug to M. Genrich of Payne & Dolan have gone unreturned. If Payne & Dolan does not fix the driveway entrance tomorrow, the Village DPW will supply TB materials to the driveway by the end of the day. The shouldering is expected to be completed by Payne & Dolan on Friday, October 10th, for Harrison Street as well as N. Oakridge Drive.

Motion by D. Samuels, seconded by G. Nickerson, to suspend the rules and open the discussion to Harrison Street resident. Motion carried. A. Rydzik stated that if there is no parking on Harrison St. the mailboxes could be installed permanently. Otherwise, the mailboxes can be moved as some are in buckets. The mailboxes could also be grouped together.

J. Moravec suggested that clear stone be placed in the areas where PaveDrain was supposed to be placed because it is too late in the season to install dirt and grass seed. He also suggested that the landscaping be turned back over to the Village and have the project rebid in the spring since Payne & Dolan has not completed the project.

Items still requiring attention:

1. Village Engineer to verify grades and slopes for Harrison Street.
2. Driveway approaches are not flared.
3. Address the driveway issue at 112 Harrison immediately on Friday.
4. Landscaping has not been completed along the west side of Harrison Street.
5. All of the Board members are advised to call Payne & Dolan Friday morning to get some answers regarding the issues.
6. Mailboxes will be temporarily set on the east side of Harrison Street until the street is completed.
7. Catch basin has not been moved closer to the sidewalk.
8. No change order has been received.

D. Hall asked about the landscaping for the areas where the PaveDrain blocks were supposed to be placed on the west side of Harrison. J. Moravec is reluctant to have the areas filled with dirt and grass at this late date and would rather have clear stone installed to fill the areas until next spring. A. Pellegrino stated that the cold temperatures and road salt will negatively affect the germination of the seed.

Motion by D. Hall, seconded by D. Samuels, to request a change order from Payne & Dolan, Inc. to credit the Village for the PaveDrain permeable pavers for \$41,125 which will not be installed and the \$2,600 for the landscaping which was supposed to go around the PaveDrain blocks for a total credit of \$43,725. Motion carried unanimously.

Motion by D. Hall, seconded by D. Stellpflug, to authorize the installation of clear stone by the Village Dept. of Public Works by Tuesday on the west side of Harrison Street, where the PaveDrain blocks were to be installed, to temporarily fill the parking lane since Payne & Dolan has not provided a completion date or returned phone calls. Discussion: This will just be a temporary fix until the Village Board can readdress other options for the parking lane, along with landscaping, in the spring of 2015.

Motion carried unanimously.

The Village Clerk will prepare a letter to be mailed to the residents on Harrison Street and have it reviewed by the Village President prior to mailing.

On Friday October 10th, Trustee Stellpflug will contact the Village Engineer to shoot grades on Harrison St. and contact Payne & Dolan to provide a written change order, review the driveway approaches and to resolve the 112 Harrison Street driveway issue immediately.

N. Oakridge Drive: The consensus of the Board is to have the Village Engineer verify the grades for the pulverizing and repaving of N. Oakridge Drive and check the pitch of the driveways.

Motion by D. Hall, seconded by G. Nickerson, to authorize the Village Engineer to verify the street grade for N. Oakridge Drive and the pitches for the driveways at a cost not-to-exceed \$5,000. Motion carried unanimously. D. Hall will contact Ruekert & Mielke on Friday to arrange this.

Shouldering Project for 2014: D. Stellpflug stated the Village received one bid for the shouldering project from Wolf Paving for \$23,958.00 utilizing up to 33 quad loads of 3/4" traffic bond to be installed on various marked streets. This portion of the shouldering project does not require back-up with dirt. D. Stellpflug will make certain that all streets are properly marked.

Motion by D. Stellpflug, seconded by D. Hall, to accept the proposal from Wolf Paving to shoulder marked Village streets at a cost not-to-exceed \$24,000 provided the Village receives a Certificate of Insurance prior to beginning the work. Motion carried unanimously.

2014-2015 Snow Plowing Agreements: D. Stellpflug stated that the Village Clerk updated existing agreements with the Town of Ottawa and the Prairie Village Water Trust regarding snow plowing on Waterville Road and the two Water Trust driveways and updated the cost of the salt and salt/sand mix with the actual costs for the Village.

Motion by D. Stellpflug, seconded by D. Samuels, to send the Town of Ottawa and the Prairie Village Water Trust the updated snow plowing agreements for the 2014-2015 snow season. Motion carried unanimously.

Fire Dept. Drywall Repairs: D. Stellpflug indicated that bids were received last year for the drywall repairs to the Fire Dept. building located at 108 N. Oakridge Drive. The roof repairs needed to be completed first, so the selected bid from Giertsen Company of Wisconsin was increased 3% to complete the drywall repairs at this time for a total of \$7,507.10.

Motion by D. Stellpflug, seconded by D. Samuels, to approve the quote from Giertsen Company of Wisconsin for \$7,507.10 to complete the necessary drywall repairs at 108 N. Oakridge Drive as presented, provided the Village receives a Certificate of Insurance prior to beginning any work. Any required painting will be completed by Village staff. Discussion: D. Samuels suggested that the building go through one complete winter to determine that the new roof does not leak. The Board members felt the drywall repairs would be prudent at this time. **Motion carried unanimously.**

Agreement with Town of Eagle Piper Road paving: The Village received a Joint Municipal Agreement from the Town of Eagle regarding the combined municipal responsibilities regarding the Piper Road Rehabilitation. D. Hall asked how the percentage for the Village of North Prairie was determined because it is not correct if based on miles. The percentage was determined by the Town of Eagle Engineers. D. Hall would prefer to table this issue until the percentages for each community can be verified. No action was taken. Village Clerk will contact Town of Eagle rep.

FINANCE AND PERSONNEL COMMITTEE: D. Hall mentioned the Committee met with a representative from the R&R Insurance Agency regarding the Village insurance renewal. The Committee will continue to research a benefit compensation package for full-time employees as well as work on job descriptions, performance review procedures and a maintenance management program.

Motion by D. Hall, seconded by D. Samuels, to approve checks 8096-8098 to Centurylink, US Cellular and WE Energies paid at the end of September for \$3,072.70, Sept. payroll checks from 8163-8214 for a total of \$36,657.28, and Accounts Payable checks for September and October from 8099-8162 and 8215-8216 for a total of \$66,811.08, as recommended by the Committee. The Engineering fees for the 2014 Road Program are being monitored. Motion carried unanimously.

Village Cellular Service Plans: A. Pellegrino reviewed the cellular plans for the Village depts. Police Dept. phones will remain the same. The Fire Dept. has a cell phone not being used. The remaining phones will remain the same and plan to reduce the 2 modems from a 4 GB plan to a 2 GB plan. The Committee is recommending to stipend the Fire Chief \$15 per month as he prefers to use his personal phone. DPW Director will join the Fire Dept. plan and receive a new flip phone at a rate of \$41 per month.

Motion by D. Hall, seconded by J. Moravec, to approve the following Fire Dept. changes to discontinue the old Chief's phone, reduce the two modems to a 2 GB plan at \$44 per month, create a monthly stipend to the Fire Chief of \$15 per month to be paid annually in December, and to enter into a new contract for the DPW flip phone at \$41 per month with a two-year unlimited voice/text plan. Motion carried unanimously.

Agreement for Assessment Services: D. Hall mentioned that Associated Appraisal Consultants has proposed a new 5-year agreement to provide assessment services from 2015-2019. The fee for their service is projected to increase each year by \$100.

Motion by D. Samuels, seconded by D. Hall, to approve the five-year Assessment Services Agreement provided by Associated Appraisal Consultants as presented. Motion carried unanimously.

Proposed 2015 Budget: President D. Hall presented a brief synopsis of the proposed 2015 budget to the Board members. Some members were not able to attend all of the budget workshops.

Motion by D. Hall, seconded by J. Moravec, to authorize the Village Clerk to publish the proposed budget and set the proposed 2015 Budget to a Public Hearing on November 13, 2014 at 7:00 p.m. after final review by the Village Accountant. Motion carried unanimously.

REPORTS: Building Inspector, Department of Public Works, and Fire Dept. reports were filed for the record. No Police Dept. report was received.

Motion by D. Hall, seconded by A. Pellegrino, to adjourn at 9:55 p.m. Motion carried.

Respectfully submitted,
Rhoda Bagley
Village Clerk/Treasurer