

**VILLAGE OF NORTH PRAIRIE  
REGULAR VILLAGE BOARD MEETING MINUTES  
APRIL 9, 2015**

The meeting was called to order by President D. Hall at 7:02 p.m. in the Village Board Room. Roll call was taken with the following members present:

President D. Hall

Trustees: B. Peters, A. Pellegrino (via conference call), D. Stellpflug, D. Samuels and G. Nickerson.

Clerk: R. Bagley

Others Present: Police Chief S. Tamez, Fire Chief B. Taylor, DPW D. Molitor (arrived late)

Absent: Trustee J. Moravec

**Motion by D. Hall, seconded by D. Stellpflug, to approve the participation in this meeting by Trustee A. Pellegrino via telephone conference call which can be heard by everyone present, based on the 2010 opinion by Attorney General J.B. Van Hollen regarding Wisconsin Open Meetings Law. Motion carried.**

**Motion by G. Nickerson, seconded by D. Hall, to approve the March 12, 2015 Village Board meeting minutes as written. Trustee D. Samuels stated that a Public Safety & Protective Services Committee meeting date should be changed from March 23 to March 3<sup>rd</sup>. Motion was amended by G. Nickerson and seconded by D. Hall to include the date change. Motion carried unanimously.**

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

**D. Salter**, 507 Chad Ct., wanted to know why the Village purchased holiday decorations while the Police Dept. had to raise funds to obtain two AED's for the Village. Also, where will the funds come from if the Village has to continue as a stand-alone Fire Dept.? President D. Hall mentioned the holiday decorations were discussed for 9 months and obtained a significant discount by purchasing them in the spring to finally retire old decorations from the 1970's. D. Samuels mentioned the costs for the AED's were not discussed during budget time and were not included in the budget. They are important for the Village and grateful for the donations from the Lion's Club and Fire Dept. Auxiliary.

**Motion by D. Hall, seconded by G. Nickerson, to close the meeting to Public Comments. Motion carried unanimously.**

**VILLAGE PRESIDENT:** President D. Hall mentioned the Fire Dept. will be conducting a controlled burn in Outlot 4 and portions of Prairie Village Park this Saturday. If the weather does not cooperate, it will be rescheduled to a later date. Correspondence was received from Village Attorney J. Macy regarding some upcoming seminars.

**VILLAGE CLERK:** The Clerk mentioned an election was held on April 7<sup>th</sup> and the results for Village President were G. Nickerson receiving 260 votes and D. Hall receiving 180 votes. Village Trustee results for the three positions were B. Peters 286 votes, D. Samuels 277 votes, D. Stellpflug 262 votes and E. Rutledge III with 200 votes. The vacant trustee position, due to G. Nickerson accepting the Village President position, will be advertised in the Mukwonago Chief and Village website.

The Village Assessors will be conducting Open Book on Tuesday, May 19, 2015 from 4:00-6:00 p.m. with Board of Review being held on Monday, June 8, 2015 at 6:00 p.m.

**PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE:** D. Samuels stated the Committee did not meet this past month.

**Fire Department mergers/consolidation/options update-** Trustee D. Samuels has met twice with the representatives from the Village of Eagle and the Town of Eagle. The Eagle Fire Department is currently using equalized value percentages to determine the operating budget for the fire department. At this time, utilizing the 2014 equalized values from the State, the Town of Eagle would stand at *approximately* 55%, Village of North Prairie at 27% and Village of Eagle at 19%. Equipment from both departments is similar in age. Building values between both departments will be taken into consideration. The group is discussing that each municipality will maintain the buildings currently owned by the municipality and the merged fire department would lease the buildings/equipment. Any equipment/vehicle purchases after the merger date would become part of the merged fire department. The group is considering a 5 year commitment to the merged department. D. Samuels is beginning to put a "fact sheet" together which compiles historical revenue and expenses for the Village Fire Dept.

D. Samuels added that the new AED is operational and displayed in the Village Hall near the Village Clerk's office.

**PUBLIC WORKS, BUILDINGS AND GROUNDS COMMITTEE:** D. Stellpflug stated the Committee met April 6<sup>th</sup>. They provided no updates regarding the Broadlands Park pavilion or the storage shed.

**Village wide shouldering project bids-** The Village received only one sealed bid from Wolf Paving Company for \$30.00 per ton of materials used based on load slips. The new shouldering material will be 3/8" traffic bond to be spread to a width of 12" from road edge, tamped down, to a depth level with the road edge and pitched toward ditch line. The funding for this project is part of the loan which included the repaving of N. Harrison Street and N. Oakridge Drive.

**Motion by D. Stellpflug, seconded by D. Samuels, to approve the bid from Wolf Paving Company for \$30.00 per ton of materials used based on load slips for approximately 32 miles of Village street shouldering, for an amount not-to-exceed of \$40,000.00. This project is to be completed by June 30, 2015 provided a Certificate of Insurance is submitted prior to beginning the project. Motion carried unanimously.**

**N. Oakridge Drive Driveway Approach Repairs-** D. Stellpflug stated the Village received three sealed bids for the driveway approach repairs on N. Oakridge Drive. Twenty-one (21) driveway approaches are in need of repairs after the repaving of N. Oakridge Drive in 2014.

<u>Bidder's Name</u>	<u>Proposal</u>
Wolf Paving Company	\$44,350.00
Pro-Seal, Inc.	\$19,820.00 (with \$2.92 per square foot if scope is larger.)
Gavers Pavers, Inc.	\$49,337.00

The Committee is recommending approval of the bid from Pro-Seal, Inc. for \$19,820.00, with an additional \$2.92 per square foot if scope is larger.

**Motion by D. Stellpflug, seconded by D. Hall, to approve the proposal from Pro-Seal, Inc. for \$19,820.00, with an additional \$2.92 per square foot if scope is larger, provided a Certificate of Insurance is submitted prior to beginning the work and they meet the 1/12 pitch requirement. Project is to be completed by June 30, 2015. Motion carried unanimously.**

**Additional Driveway Approach for 111 N. Harrison St.-** D. Stellpflug mentioned three companies provided a bid to install an additional driveway approach at 111 N. Harrison Street.

<u>Bidder's Name</u>	<u>Proposal</u>
Wolf Paving Company	\$2,500.00
Pro-Seal, Inc.	\$1,120.00
Gavers Pavers, Inc.	\$2,500.00

D. Stellpflug mentioned that the owner of the property at 111 N. Harrison Street was wondering why a second driveway approach was not installed and presented a plat of survey of the parcel indicating a second gravel driveway. It is currently a grass and mud lawn area with no driveway approach. D. Hall mentioned that a plat of survey indicates what may have been on the property in 2007, and does not indicate anything with regard to compliance with Village ordinances. The owner feels a driveway approach should have been installed for the second driveway. The Village does not allow two driveways on one lot without Plan Commission approval and needs to go through the proper process. Item has referred back to the homeowner.

**Harrison Street Parking Area-** D. Stellpflug mentioned that grass does not effectively grow along Harrison Street due to numerous shady trees. The Committee is not in favor of filling the parking areas with asphalt. D. Samuels stated that drainage has been good with the stone placed along the parking areas. The smaller vehicles sometimes "spin-out" in the parking areas. This item will be referred back to the Committee with input from residents who live along Harrison Street.

**FINANCE AND PERSONNEL COMMITTEE:** D. Hall mentioned the Committee met this evening with representatives from Ehlers regarding possibly creating a TIF District and the associated costs involved. A feasibility study may be necessary to determine if any area meets the criteria for the long-term.

#### **Monthly Bills and Payroll-**

**Motion by D. Hall, seconded by D. Stellpflug, to approve checks 8819-8822 paid at the end of March to Centurylink, US Cellular and WE Energies for \$4,025.46, March payroll checks from 8823-8878 for a total of \$40,259.75, and Accounts Payables checks 8879-8925 for \$144,415.80. This includes check 8916 to Lakeside International for the new Snow Plow Truck for \$86,800.00, as recommended by the Committee. Motion carried unanimously.**

**Purchase of New Election Equipment & Software-** D. Hall mentioned that the Village has received an agreement from Waukesha County regarding the purchase of new election equipment. The County is willing to fund 2/3's of the cost of the new equipment with the Village contributing 1/3 towards the total cost of the new election machines. The projected total cost of a new DS200 Digital Tabulator and ExpressVote ADA Ballot Device from Election System and Software (ES&S) is \$10,124.50 with the County contributing an estimated \$6,750.00 and the Village reimbursing the County \$3,374.50 towards the purchase of the new machines over the next three years. The Village will own the new machines and will be responsible for all ongoing support/maintenance and license costs of the equipment. If the Village chooses not to participate in this agreement, the Village will be responsible for the entire cost of any new machines, as well as any programming costs associated with the machines.

Trustee B. Peters asked if the new election equipment is required or necessary, or if this agreement will just make it convenient for the County Clerk to have all municipalities utilizing the same equipment. B. Peters feels the County should pay the entire cost if it is a convenience for the County Clerk. The Committee recommendation is to have the Village provide 1/3 of the cost toward the new election equipment.

**Motion by D. Hall, seconded by D. Samuels, to approve entering into the Agreement with Waukesha County to purchase new election equipment and software with the Village reimbursing the County for 33.33% of the equipment and software costs within three (3) years of receipt of the voting equipment. The Village should budget \$1,124.84 in years 2016, 2017 and 2018 to reimburse the County for the new equipment as well as approve the Gold Package regarding annual maintenance. The words "initial**

**training expenses” should be removed from the third “WHEREAS” in the agreement, as recommended by the Committee. Motion carried.** Trustee B. Peters abstained due to lack of additional information.

**Policy regarding Paid Time Off-** D. Hall stated the Committee reviewed the Holiday and Vacation Policy for full-time personnel and decided to separate the holiday schedule from the vacation schedule and convert the vacation schedule to Paid Time Off. A probationary period was added, as well as eliminating weeks of vacation and converting the weeks to the same equivalent of days. The proposed policy also incorporates language regarding carry-over for unused Paid Time Off. This policy would become effective April 10<sup>th</sup>, 2015. No compensatory time will be allowed to carry-over. D. Hall emphasized that this policy and the other policies are fair to both full-time positions according to the job classifications.

**Motion by D. Hall, seconded by D. Samuels, to allow DPW Supervisor D. Molitor to speak on this issue. Motion carried.**

D. Samuels asked D. Molitor if flex-time can replace any compensatory time to eliminate any carry-over of hours without being detrimental to the department. D. Molitor does not agree with the Labor Attorney opinion, but can make the flex-time work within the dept.

Trustee B. Peters suggested that all issues be addressed separately and not combined into a couple of policies to determine the most cost-effective ways to manage the departments. D. Samuels encouraged everyone to view the policies from the Village perspective in the event an extended absence occurs.

**Motion by D. Hall, seconded by D. Samuels, to approve Policy 2015-01- Paid Time Off Policy for Full Time Personnel as presented. Motion carried unanimously.**

**Holiday Policy for Full-time Personnel-**

**Motion by D. Hall, seconded by D. Samuels, to approve Policy 2015-02 – Holiday Policy for Full Time Personnel as presented.** Discussion: G. Nickerson suggested making December 24<sup>th</sup>, Christmas Eve, a full day off rather than a half day. Board members agreed.

**Amended motion by D. Hall, amended second by D. Samuels, to include a full day for Christmas Eve to Policy 2015-02. Motion carried unanimously.**

**Resolution repealing HR Policy 2010-07-** The Village has adopted two new policies.

**Motion by D. Hall, seconded by G. Nickerson, to approve Resolution No. 2015-01R repealing the prior HR Policy 2010-07 entitled Holiday and Vacation Policy for Full-Time Personnel. Motion carried.**

**Agreement with DPW Supervisor regarding Comp Time-** D. Hall presented an agreement which has been reviewed by D. Molitor and will reduce all carry-over compensatory time to a zero balance by the end of 2016. B. Peters mentioned that some policies have unintended consequences and feels that this policy does not do justice to D. Molitor and is not in the best interest of the Village. He understands the purpose of this policy, however.

D. Molitor asked about #4 on the Agreement which states that he may earn comp time pursuant to the PTO policy adopted by the Village Board on April 9, 2015.

**Motion by D. Hall, seconded by D. Samuels, to approve the Agreement with David Molitor whereby compensatory time already accumulated (current amount will be verified with Village Clerk) will be used in 2015 and 2016 to provide a zero balance at the end of 2016, as recommended by Committee. The last sentence of #4 in the Agreement will be removed which mentions that Molitor may earn comp time pursuant to the PTO policy. This Agreement is effective May 1, 2015. Motion carried unanimously.**

**Short-term Disability, AD&D Policy and Life Insurance Policy-** Trustee D. Samuels presented a comparison from four different companies regarding short-term disability, accidental death & dismemberment policy and life insurance policy for full time employees and explained the various policies. Monthly premiums and annual premiums will fluctuate based on income of the full-time employees. D. Samuels mentioned that the employer will pay 100% of the premium for the full-time personnel for a pre-selected policy, but indicated the policies have a "buy-up" program if the employee wishes to add additional benefits at the employee's expense. The Committee is recommending Sun Life Financial with a total annual premium of \$1,620.00 for two full-time personnel, resulting in a monthly cost of \$135.00.

**Motion by D. Samuels, seconded by G. Nickerson, to approve the proposal from Sun Life Financial to provide insurance policies for Short-term Disability, Life Insurance and Accidental Death & Dismemberment for two full-time employees with an annual premium of \$1,620.00, resulting in a monthly cost of \$135.00 and 100% of the premium being paid by the Village. The maximum benefit will be \$25,000. Motion carried unanimously.**

**REPORTS:** Monthly Building Inspector, Public Works Department, Police Department and Fire Department reports were filed for the record.

**Motion by A. Pellegrino, seconded by D. Samuels, to adjourn at 9:32 p.m. Motion carried.**

Respectfully submitted,  
Rhoda Bagley  
Village Clerk/Treasurer