

**VILLAGE OF NORTH PRAIRIE
REGULAR VILLAGE BOARD MEETING MINUTES
MAY 14, 2015**

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

President G. Nickerson

Trustees: B. Peters, J. Moravec, A. Pellegrino and D. Samuels.

Clerk: R. Bagley

Absent: Trustee D. Stellpflug

Others Present: Police Chief S. Tamez, Village Accountant H. Jeanson, K. Bunk, C. Pasierb and E. Rutledge, III.

Pledge of Allegiance:

The Village Board recited the Pledge of Allegiance.

Village Board Minutes: Motion by D. Samuels, seconded by B. Peters, to approve the April 9, 2015 Village Board meeting minutes and the April 28, 2015 Special Village Board meeting minutes as written. Motion carried unanimously.

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

P. Weinhammer, 102 Eagles Cove Circle, has safety concerns regarding the right turn lane off of Hwy 59 to Piper Road. The turn lane is too short and needs to be extended easterly to accommodate a smoother transition from the higher speeds on Hwy 59. She asked if the Village could send a letter to the WI Dept. of Transportation regarding this issue. A letter will be drafted for the next Board meeting.

A. Ryzik, 115 Harrison Street, brought up some concerns with the newly paved Harrison Street. Small holes are appearing in the asphalt. The Public Works Committee is reviewing any issues with the pavement.

Motion by G. Nickerson, seconded by J. Moravec, to close the meeting to Public Comments. Motion carried unanimously.

VILLAGE PRESIDENT REPORT: President G. Nickerson mentioned that he attended a Waukesha County Cooperation Council meeting on April 27th and has the minutes available for review.

2014 Budget Amendment: Village Accountant H. Jeanson presented a brief overview of the 2014 financial statements, including the Statement of Net Position, Balance Sheet and Budgetary Comparison Statement. Building permits revenue was over the budgeted amount by \$14,000, which resulted in a much higher expense for the dept. than budgeted. The other increases in expenditures were nominal which created a total proposed budget amendment of \$19,120. H. Jeanson is estimating the Village's fund balance to be around 37%. The Village should establish a capital expenditure plan to manage major expenses. Ultimately, the general fund increased by \$135,278 in 2014, however, the Village has an unbalanced budget for 2015 and is depending upon the general fund to supplement the deficit of approximately \$125,000. Overall, the Village did an excellent job regarding fiscal management.

Motion by D. Samuels, seconded by A. Pellegrino, to approve the 2014 Budget Amendment of \$19,120 as presented by Village Accountant H. Jeanson. The 2014 Budget Amendment will be published and posted, as required. Motion carried unanimously with all aye votes.

Appointment for Vacant Trustee Position: The vacant trustee position was advertised and posted. Three interested Village residents submitted letters of interest in a timely manner for the Board members to review the information.

Motion by G. Nickerson, seconded by D. Samuels, to suspend the rules and allow Connie Pasierb, Ed Rutledge and Kim Bunk to participate in discussion. Motion carried.

Trustee D. Samuels asked each person to tell the Board about themselves and why they are interested in the vacant position. G. Nickerson inquired about availability regarding Board and committee meetings. J. Moravec asked about any interests in the Village committees.

Kim Bunk – Stated that she has a business background and has worked 25 years in the insurance industry with experience in hiring, budgeting and group presentations. She is familiar with police and fire departments and works from home. She serves on a committee for a local business. Ms. Bunk is interested in the Police and Fire Committees. She would promote an attraction for more businesses and restaurants in the Village.

Connie Pasierb- Mentioned she has lived in the community for 13 years and managed staffing firms for over 15 years and has recently founded her own company. She is a board member of various associations and Girl Scout leader. She works out of her home and has Thursday's off and is generally available. Ms. Pasierb is interested in the Plan Commission and Finance Committees. Her mission, if appointed, would be to increase overall value and appearance of the Village with utilizing more volunteers, planting additional trees and landscaping, as examples.

Ed Rutledge- Is employed in the medical field as a territory sales manager and has served as a Village Trustee in previous years and participated on various committees. His schedule involves unpredictable travels in the medical environment. Mr. Rutledge has strengths in account management, problem solving and business development. He is interested and experienced with the Finance Committee, Insurance, Building and Grounds, and Board of Review. If appointed, Ed would continue discussions with the merger of the fire dept. and represent the voices of the Village residents.

First Round of Voting:

- K. Bunk – 1 vote (Samuels),**
- C. Pasierb – 2 votes (Moravec and Pellegrino)**
- E. Rutledge – 2 votes (Nickerson and Peters)**

No additional questions were asked.

Second Round of Voting:

- C. Pasierb- 3 votes (Moravec, Pellegrino and Samuels)**
- E. Rutledge- 2 votes (Nickerson and Peters)**
- K. Bunk – 0 votes**

Connie Pasierb has been appointed to fill the vacant trustee position for one year. Congratulations!

Trustee D. Samuels applauded the interest in the very capable candidates for the vacant Trustee position.

Committee Appointments: President G. Nickerson is recommending Trustee J. Moravec for a 1-yr. appointment to the Plan Commission and Mike Schreiber to renew a 3-year commitment.

Motion by G. Nickerson, seconded by B. Peters, to approve J. Moravec as the Village trustee representative on the Plan Commission for a 1-year term. Motion carried unanimously.

Motion by J. Moravec, seconded by B. Peters, to approve Mike Radomski to a 2-year appointment on the Board of Review. Discussion: D. Samuels asked why the same people seem to be recommended for the majority of the committees. She noted that several Village residents were in attendance and suggested utilizing a broader selection to get more residents involved. Duly noted. **Motion carried.**

Zoning Board of Appeals Committee- Joe Whitmore is reconfirmed for a 3-year term and Ed Westrick has agreed to a 1-year term. A vacancy still remains.

Community Development Authority Commission:

Motion by G. Nickerson, seconded by J. Moravec, to approve Michael Schreiber for a 3-yr term, Tim Thelen for a 2-yr term and Ed Westrick for a 1-yr term to serve on the Community Development Authority Commission. Motion carried.

FROM PLAN COMMISSION: Extra-territorial Town of Genesee CSM- G. Nickerson explained the two lot CSM presented to the Plan Commission which splits a 12.10 acre parcel along Hwy 83 to create two conforming lots. Tax key is GNT 1545 991 and owned by K. Knapp, Jr.

Motion by D. Samuels, seconded by J. Moravec, to approve the Extra-territorial Town of Genesee Certified Survey Map, dated Dec. 31, 2014, tax key GNT 1545 991 as submitted by owner K. Knapp, Jr, and subject to all conditions and recommendations being satisfied as listed by the Town of Genesee Planner, as recommended by the Plan Commission. Motion carried.

Building Inspector Office Hours: President G. Nickerson mentioned the Plan Commission reviewed the Building Inspector's office hours of 2 hours per week and agreed to a more convenient means of providing inspection and zoning services to Village residents by scheduling appointment times. So, the Building Inspector will be more accessible 5 days per week by appointment only for the convenience of the residents.

Motion by J. Moravec, seconded by B. Peters, to agree to eliminate the two scheduled office hours per week for the Building Inspector and establish meetings "by appointment only" five days per week for the convenience of Village residents for building and zoning issues. Discussion: D. Samuels is concerned that other offices may be impacted with additional work. **Motion carried.**

VILLAGE CLERK REPORT: The Clerk mentioned the Village will be receiving the 2015 Recycling Grant in the amount of \$5,402.63 by June 1st. A Special Primary and Election has been called to fill the vacant seat in the 33rd State Senate District vacated by Paul Farrow. The primary is scheduled on June 23rd with the general election on July 21st.

Waiver of Liquor Liability Policy for N.P. Dawgs- The Public Works, Buildings & Grounds Committee reviewed the request by the North Prairie Dawgs baseball team for a waiver to provide a Liquor Liability Insurance Policy.

Motion by J. Moravec, seconded by A. Pellegrino, to approve the Letter of Understanding between the Village of North Prairie and the North Prairie Dawgs Baseball Team dated May 14, 2015 and grant the waiver of Liquor Liability Insurance for the North Prairie Dawgs for the 2015 baseball season based upon the signature of the Dawgs representative, as recommended by the committee. Motion carried unanimously.

Temporary Class B Beer License and Soda Water License Request by North Prairie Dawgs -

Motion by D. Samuels, seconded by J. Moravec, to approve the request by the North Prairie Dawgs to sell beer and soda in Veteran's Park on July 5, 12, 19, 26 and August 9, 2015, upon meeting all the requirements of licensing. Motion carried unanimously.

Request for Class B Beer and Class C Wine Licenses, Soda License for The Smoke Pit, LLC- President G. Nickerson stated that S. Saunders attended the Plan Commission meeting and the Plan Commission has approved the business Plan of Operations, Site Plan and Signage and Lighting Plans for the new business located at 132 N. Main Street which plans to serve BBQ smoked meats and pizza. Upon the business receiving the occupancy permit and all other necessary approvals, the earliest the Class B Beer, Class C Wine and Soda licenses may be issued is May 20, 2015 with the licenses expiring June 30, 2015.

Motion by D. Samuels, seconded by A. Pellegrino, to approve the Class B Beer, Class C Wine and Soda licenses for The Smoke Pit, LLC, 132 N. Main Street, North Prairie, upon meeting all requirements of licensing and passing all inspections by the permitting authorities. The earliest date any licenses may be issued is May 20, 2015 and will expire on June 30, 2015. Motion carried unanimously.

Resolution No. 2015-02R to request Waukesha County pay 100% of the costs for new election equipment.

Motion by G. Nickerson, seconded by B. Peters, to approve Resolution No. 2015-02R to have the election system upgrade fully funded by Waukesha County with no requirement for cost sharing by local municipalities. Motion carried unanimously.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE: D. Samuels stated the Committee met on May 6th. The Committee authorized the sale of two sets of lockers from the Fire Dept. according to Village policy. A joint meeting with North Prairie, Village of Eagle and Town of Eagle will be held at the Town/Village of Eagle Community Meeting Center, 820 E. Main Street, on May 28th at 7:00 p.m. regarding the potential consolidation/merger with the Eagle Fire Dept. All Boards will be present and the meeting is open to anyone interested in attending.

Fire Department mergers/consolidation/options update- Trustee D. Samuels recently received a written update concerning merger information comparisons from her recent committee meetings with Rich Spurrell (Village) and John Davis (Town). The information will be posted to the Village website after Trustee Samuels has a chance to review the information provided for accuracy.

Ordinance No. 01-2015 for Operation of Snowmobiles- D. Samuels indicated that the Village has an ordinance for the safe operation of snowmobiles, however, some items needed to be updated.

Motion by D. Samuels, seconded by G. Nickerson, to suspend the rules to allow Chief S. Tamez to speak on this issue. Motion carried. Chief Tamez reviewed the ordinance and noticed that certain things were not occurring on a regular basis as was indicated in the ordinance. Snowmobiles were present many years ago, but times have changed, so it is in the best interest of the Village to clean up some language and update the snowmobile trail requirements. Chief Tamez indicated the changes in the ordinance.

Motion by D. Samuels, seconded by J. Moravec, to approve Ordinance No. 01-2015 which repeals Ordinance No. 10-99 and recreates an ordinance for the operation of snowmobiles in the Village, as recommended by the Committee. Motion carried unanimously.

Varmint Removal Permit and Waiver of Liability Update- The permit was approved last year in conjunction with Ordinance No. 01-2014. An update from Chief S. Tamez is recommended to allow an extension of the permit for an additional three months, without another background check requirement. The Police Chief also has the authority to revoke a permit, if necessary.

Motion by D. Samuels, seconded by A. Pellegrino, to approve the revised Varmint Removal Permit and Waiver of Liability, as recommended by the Committee. Motion carried unanimously.

Purchase of Turn-out Gear- D. Samuels mentioned that the Fire Dept. has some expired turn-out gear and needs to replace the items over 10 years of age.

4 Coats at a cost of \$4,038.92,

6 Pants at a cost of \$2,097.00 and 4 Helmets at a cost of \$1,202.00.

Motion by D. Samuels, seconded by J. Moravec, to approve the purchase of new turn-out gear at a cost not-to-exceed \$7,300.00, as recommended by Committee. Motion carried unanimously. Trustee D. Samuels will determine if any grants have been approved for the Village Fire Dept.

PUBLIC WORKS, BUILDINGS AND GROUNDS COMMITTEE: J. Moravec stated the Committee met on May 7th. The Committee reviewed the requests of the North Prairie Dawgs regarding the banners to be displayed in Veteran's Park. Four residents attended the meeting to discuss issues regarding the landscaping and the pavement on Harrison Street. Mailboxes are still being discussed regarding their placement. No information has been received regarding sharing costs for pavement resurfacing on

Laptop Computer for DPW- Department of Public Works needs a new laptop computer and no funds were budgeted for this purchase.

Motion by D. Samuels, seconded by A. Pellegrino, to approve the purchase of a new laptop computer for the DPW at a cost not-to-exceed \$500. Trustee B. Peters will purchase the computer. Motion carried unanimously.

FINANCE AND PERSONNEL COMMITTEE: D. Samuels mentioned the Committee met this evening.

Monthly Bills and Payroll-

Motion by D. Samuels, seconded by A. Pellegrino, to approve checks 8926-8932 paid at the end of April to Centurylink, US Cellular and WE Energies for \$4,496.36, May payroll checks from 8933-8962 for a total of \$21,715.15, and Accounts Payables checks 8963-9030 for \$73,360.67, as recommended by the Committee. Motion carried unanimously.

Fuel Card Policy and Agreement- Trustee D. Samuels explained how the fuel card system works using the pumps located at the Waukesha County Sheriff's Dept. substation. The Committee is requesting that each person who has a fuel card signs the agreement for responsibility and accountability purposes. The Village Clerk will maintain a current list of fuel card recipients. The Committee is recommending that the agreement contain verbiage that the card may be revoked at any time without warning by Waukesha County, Finance & Personnel Committee or the Village Board.

Motion by D. Samuels, seconded by G. Nickerson, to approve Policy 2015-03 Fuel Card Usage Policy and Agreement as submitted, with the addition of the Village Board in the first paragraph of the Agreement. Motion carried unanimously.

WE Energies Agreement- D. Samuels explained that WE Energies will install 6 electrical receptacles on poles for holiday lighting for \$2,372.31. Three additional poles could be added as still remain under budget.

Motion by D. Samuels, seconded by J. Moravec, to accept the Attachment Agreement from WE Energies to install six receptacles on selected poles, with the possibility of adding three additional receptacles after review of actual locations, and staying within the budgeted amount. Motion carried. Trustee A. Pellegrino and DPW D. Molitor will verify the additional locations with WE Energies.

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

Motion by A. Pellegrino, seconded by B. Peters, to adjourn at 9:15 p.m. Motion carried.

Respectfully submitted,
Rhoda Bagley
Village Clerk/Treasurer