

**VILLAGE OF NORTH PRAIRIE  
VILLAGE BOARD MEETING MINUTES  
DECEMBER 10, 2015**

The meeting was called to order by President G. Nickerson at 7:03 p.m. in the Village Board Room. Roll call was taken with the following members present:

President G. Nickerson

Trustees: J. Moravec, A. Pellegrino, D. Stellpflug, D. Samuels and C. Pasierb.

Clerk: R. Bagley

Absent: Trustee B. Peters

Others Present: Police Chief S. Tamez, Fire Chief B. Taylor and Fire Rep. Phil Buchholtz.

The Pledge of Allegiance was recited.

**Motion by D. Samuels, seconded by D. Stellpflug, to approve the November 24, 2015 Special Village Board meeting minutes with a clarification on top of page 2 "that the two Village lots were each appraised for \$60,000 in 2011, four years ago". Motion carried unanimously.**

**Motion by G. Nickerson, seconded by J. Moravec, to open the meeting to Public Comment. Motion carried.**

**D. Salter**, 507 Chad Ct., had questions regarding yard waste in 2016 as the Village has eliminated spring and fall pick-ups from the budget. It was suggested to obtain a burning permit and burn the waste, compost the leaves or hire a private service.

**Motion by D. Samuels, seconded by J. Moravec, to close the Public Comment section. Motion carried.**

**VILLAGE PRESIDENT'S REPORT:** Village President G. Nickerson mentioned that he received information from Southeastern WI Regional Planning Commission regarding Vision 2050 which is a guide for future regional land use.

**FROM PLAN COMMISSION: Extra-territorial Town of Mukwonago Certified Survey Map dated Oct. 19, 2015 for Kelly property located at W303 S67640 CTH I.** G. Nickerson mentioned that the 25 acre parcel was divided into Lot 1 with buildings at 4.31 acres and the remainder of the parcel is Lot 2 with 20.79 acres.

**Motion by D. Samuels, seconded by J. Moravec, to approve the Extra-territorial Certified Survey Map for the division of property located at W303 S67640 CTH I, Mukwonago, dated October 19, 2015, as presented and recommended by the Plan Commission. Motion carried unanimously.**

**VILLAGE CLERK Report-** Clerk R. Bagley mentioned the tax bills were mailed out December 1<sup>st</sup>.

**Election Inspector Appointment-** A list of election inspectors for the 2016-2017 term was presented. The Republican Party has provided one name as a First Choice Nominee.

**Motion by J. Moravec, seconded by D. Samuels, to approve the 2016-2017 appointment of election inspectors as presented. Motion carried unanimously.**

**PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE:** D. Samuels stated the Committee met on Dec. 2<sup>nd</sup>. The Committee reviewed the 2015 and 2016 budget status for both the Police and Fire Departments.

**Fire Dept. Mergers/Consolidations/Options/Updates:** Trustee D. Samuels is working with the Town and Village of Eagle to answer additional questions regarding the possible consolidation/merger. Discussions with the Dousman Fire District will resume in 2016.

**Residency and Membership policy requirements for Fire Dept.-** Trustee D. Samuels mentioned that the Committee is recommending removal of the 7 mile membership requirement, as well as removing the 5 year minimum permanent member requirement for Officer qualification from the Village policy. Experience, training and service should be taken into consideration.

**Motion by D. Samuels, seconded by J. Moravec, to eliminate the 7 mile membership requirement as well as the 5 year requirement as a permanent member to qualify for Officer status from the Village policy.** Discussion: A. Pellegrino asked if the 7 mile membership requirement radius included areas not included in the Village limits. D. Samuels stated that it does.

**Motion by G. Nickerson, seconded by D. Samuels, to suspend the rules to allow Fire Chief B. Taylor to speak. Motion carried.**

D. Samuels mentioned that everyone will still have to meet all of the necessary training and membership requirements to remain in good standing. She would like the mile limit removed, however, A. Pellegrino would like some limits restricting distance.

**Motion by G. Nickerson, seconded by D. Samuels, to suspend the rules to allow P. Buchholtz to speak. Motion carried.** P. Buchholtz mentioned that some districts establish a time requirement for distance, rather than miles.

**Amended original motion: Motion by D. Samuels, seconded by J. Moravec, to establish a membership radius requirement of 15 miles from the Fire Department and to eliminate the 5 years as a permanent member requirement and use experience, fire science training and education to qualify for Officer status as part of the Village policy. Motion carried unanimously.**

**Fire Chief Position:** Trustee D. Samuels mentioned that the Committee is recommending offering a one-year Fire Chief position to Phil Buchholtz. Four current members of the Fire Department meet the qualifications to fill the Fire Chief position, however, Mr. Buchholtz is the only one interested in the position.

**Motion by D. Samuels, seconded by J. Moravec, to offer the one-year Fire Chief Employment Agreement to Phil Buchholtz, beginning January 1, 2016 through December 31, 2016, and to remove the word "Acting" from the agreement.** Discussion: A. Pellegrino asked if the new Fire Chief meets the membership requirement of 15 miles. He meets the requirements. **Motion carried unanimously.**

**Part-time EMT position/qualifications/pay-** Trustee D. Samuels mentioned that a notice is being distributed regarding EMT-Basic duties/hours for the new position beginning January 1, 2016. The EMT-Basic and EMT-Intermediate will have different rates of pay.

**Motion by D. Samuels, seconded by D. Stellpflug, to open the discussion to Police Chief S. Tamez. Motion carried.** Chief Tamez mentioned that the Sheriff's Dept. has selected positions with different rates of pay and if a person selects a certain position, the specific rate of pay is associated with that position.

**Chief Taylor's personal items in Fire Dept.-** Trustee D. Samuels provided a list of certain items which Chief Taylor personally provided for the department's use, such as a conference table, chairs, files and office furniture. Chief Taylor is requesting \$550.00 for all of the items.

**Motion by J. Moravec, seconded by D. Samuels, to purchase the personal items provided by Chief Taylor as listed for a total of \$550.00 with the items to remain in the Fire Department building. Motion carried unanimously.**

Trustee D. Samuels thanked Fire Chief Brian Taylor for his 25 years of service to the Village. The wages or stipend for his position truly did not cover his dedication, time and effort as Fire Chief and firefighter. The Board members agreed!

**PUBLIC WORKS, BUILDINGS AND GROUNDS COMMITTEE:** Trustee D. Stellpflug stated the Committee met on December 3<sup>rd</sup>. The Broadlands Park pavilion is still a work-in-progress. The WISLR ratings will be submitted prior to Dec. 15<sup>th</sup>.

**Sale of Village DPW Snow Plow Truck** –Trustee D. Stellpflug mentioned that the truck was listed for sale on the WI Surplus site with bidding ending at 10:00 a.m. today. The highest bid was \$8,000.00.

**Motion by D. Stellpflug, seconded by D. Samuels, to accept the bid of \$8,000.00 with a 9% processing fee of \$720.00. Motion carried unanimously.**

**John's Disposal Garbage & Recycling Collection Contract-** John's Disposal dropped off a new contract with no rate increases for the first year. The contract is for 5 years beginning Jan. 1, 2016 through December 31, 2020.

**Motion by J. Moravec, seconded by C. Pasierb, to accept the new five-year Garbage & Recycling Collection Contract with John's Disposal with no rate increases for the first year. The contract does not include any yard waste pick-up unless permission is given by the Village Board. Motion carried unanimously.**

**Piper Road Rehabilitation Project-** The Piper Road project has been completed and the Town of Eagle has provided the Village with a revised invoice for \$45,473.18 for the 9.27% share of the expenses. The Village will receive a portion of the grant for the project which is \$21,405. The budgeted amount for this project was \$55,790.00.

**Motion by D. Stellpflug, seconded by C. Pasierb, to approve payment to the Town of Eagle for the 9.27% share of the repairs to Piper Road for \$45,473.18, with a grant reimbursement from the Town of Eagle for \$21,405.00 upon payment. Motion carried unanimously.**

**Rescind motion for repairs to Waterville Road-**

**Motion by D. Stellpflug, seconded by D. Samuels, to rescind the motion/action adopted on June 11, 2015 regarding the payment to the Town of Ottawa for repairs on Waterville Road. Motion carried unanimously.**

**Invoice from Town of Ottawa for chip-sealing Waterville Road-** D. Stellpflug mentioned that the Village owns 22.5% of Waterville Road and the Town of Ottawa chip sealed the entire stretch of the road without contacting the Village regarding the share of the costs associated with the repairs. No funds had been budgeted for this purpose so the Board initially turned down the payment request in June.

**Motion by D. Stellpflug, seconded by D. Samuels, to reimburse the Town of Ottawa for the Village's portion of chip sealing Waterville Road for \$3,515.00, and if passed, to have the Village Clerk prepare and distribute the payment.** Discussion: J. Moravec asked if Waterville Road required chip sealing, or if the Village was offered the opportunity to evaluate the condition of the road. D. Samuels cautioned making decisions with neighboring communities when we are in the process of consolidating services. All of the Board members agreed that projects need to be appropriately planned and budgeted. **Motion carried unanimously.**

**PERSONNEL & POLICY COMMITTEE:** No meeting had been scheduled.

**FINANCE & FEE COMMITTEE:** Trustee C. Pasierb stated the Committee met prior to this meeting and would like the Personnel & Policy Committee to create a Return to Work Policy for the Village. Sample policies have been provided.

**Monthly Bills and Payroll-**

**Motion by C. Pasierb, seconded by D. Samuels, to approve checks 9607-9616 for Joint Municipal Court reports and utilities paid at the end of Nov. for \$26,317.41, December payroll checks from 9617-9655 for a total of \$26,578.11, and Accounts Payables checks for Nov. and Dec. 9656-9708 for a total of \$153,521.50, as recommended by the Committee. Motion carried unanimously.**

**R&R Insurance Services, Inc. 2016 proposal-** The Committee reviewed the recent proposal from R&R Insurance and Paul Lessila, R&R Representative, and the final projected rates result in a decrease of \$2,564.31 from the rates in 2015. The property insurance was transferred from Chubb to MPIC for a decrease in cost with an increase in coverage. The Committee will research replacement cost option for certain vehicles, along with other insurance features. The Village can receive a 15% discount on Public Officials Liability if the Board agrees to some training.

**Motion by C. Pasierb, seconded by D. Samuels, to approve the new 2016 Insurance policy premium from R&R Insurance for a total of \$35,249.69, as presented and discussed. Motion carried unanimously.**

**Bartolotta Fireworks Company, Inc.-** Trustee C. Pasierb presented the 2016 contract for fireworks on Sept. 17, 2016 and the beginning of the parade on Sept. 18<sup>th</sup> during Harvest Fest. The Village will receive 10% more products with a signed contract and 50% deposit if received by January 1, 2016.

**Motion by D. Samuels, seconded by J. Moravec, to approve the contract from Bartolotta Fireworks Company, Inc. to provide fireworks on Sept. 17, 2016 and the beginning on the parade on Sept. 18, 2016 during Harvest Fest. Motion carried unanimously.**

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

**Motion by A. Pellegrino, seconded by C. Pasierb, to adjourn at 8:27 p.m. Motion carried.**

Respectfully submitted,  
Rhoda Bagley  
Village Clerk/Treasurer