

**VILLAGE OF NORTH PRAIRIE
REGULAR VILLAGE BOARD MEETING MINUTES
JUNE 9, 2016**

The meeting was called to order by President G. Nickerson at 7:06 p.m. in the Village Board Room. Roll call was taken with the following members present:

President G. Nickerson

Trustees: B. Peters, S. Lutz, A. Pellegrino, D. Stellpflug, D. Samuels and C. Pasierb.

Clerk: R. Bagley

Others Present: Police Chief S. Tamez and Fire Chief P. Buchholtz

The Pledge of Allegiance was recited.

Motion by D. Samuels, seconded by A. Pellegrino, to approve the May 12, 2016 Village Board meeting minutes as written. Motion carried unanimously.

Motion by G. Nickerson, seconded by D. Stellpflug, to open the meeting to Public Comments. Motion carried.

Gina Gresch, Village Court in Delafield, announced that she is running for Waukesha County Clerk and will be on the ballot at the partisan primary election on August 9, 2016.

C. Wood, 409 Karin Drive, is representing Waukesha County Supervisory District 14.

D. Salter, 507 Chad Ct., inquired when the Village prohibited the installation of concrete over the culvert on residential driveways. Board members believe that has been in effect since the late 1990's.

Motion by G. Nickerson, seconded by C. Pasierb, to close the Public Comment section of the meeting. Motion carried.

VILLAGE PRESIDENT: Village President G. Nickerson mentioned that he has contacted the Dousman Fire District and they wish to begin with a small group meeting to determine how to proceed with the possibility of merging services in the next couple of weeks. He has been invited to meet individually with the representatives of the Waukesha County fire district proposal involving 18 municipalities in order to assist the Village with merger or consolidation options.

VILLAGE CLERK: Clerk R. Bagley mentioned that second Village lot was sold this week.

The Clerk reviewed the annual liquor license renewals, background checks, annual visits to each establishment by various departments, and included a list of the renewing establishments, applications and operators. All applications were submitted in a timely manner and all department reviews indicated no outstanding issues with any of the six establishments.

Motion by D. Samuels, seconded by A. Pellegrino, to approve the renewal Combination Class A Retail Licenses for the sale of Fermented Malt Beverages and Intoxicating Liquors for the licensing year 2016-2017, Cigarette, Soda and renewal operator licenses for North Prairie Petro Center, LLC, d/b/a Bill's Self Service Gas Station, 102 E. State Road, North Prairie, Kirit Patel, Agent, upon meeting all requirements of licensing. Motion carried unanimously.

Motion by D. Samuels, seconded by D. Stellpflug, to approve the renewal Combination Class A Retail Licenses for the sale of Fermented Malt Beverages and Intoxicating Liquors for the licensing year 2016-2017, Cigarette, Soda and renewal operator licenses for Rana & Sons, LLC, d/b/a Jak Petro, 226 Industrial Drive, North Prairie, KushKamal Singh, Agent, upon meeting all requirements of licensing. Motion carried unanimously.

Motion by D. Stellpflug, seconded by A. Pellegrino, to approve the renewal for the Regular Combination Class B Retail Licenses for the sale of Fermented Malt Beverages and Intoxicating Liquors for the licensing year 2016-2017, Cigarette and renewal operator licenses for Broadlands Golf

Club, LLC, d/b/a Broadlands Golf Club, 18 Augusta Way, North Prairie, Louis J. Yaeger IV, Agent, upon meeting all requirements of licensing. Motion carried unanimously.

Motion by D. Samuels, seconded by C. Pasierb, to approve the renewal for the Regular Combination Class B Retail Licenses for the sale of Fermented Malt Beverages and Intoxicating Liquors for the licensing year 2016-2017, renewal operator licenses for D.J.P.S., LLC d/b/a Sport's Page Bar and Grill, 117 N. Main Street, North Prairie, Scott McGuire, Agent, upon meeting all requirements of licensing. Motion carried unanimously.

Motion by D. Samuels, seconded by S. Lutz, to approve the renewal Class B Beer License and renewal Class C Wine License for the licensing year 2016-2017 for sale of Fermented Malt Beverages and Wine and Soda for The Smoke Pit, 132 N. Main Street, North Prairie, Scott Saunders, owner, upon meeting all requirements of licensing. Motion carried unanimously.

Motion by D. Samuels, seconded by D. Stellpflug, to approve the renewal Class B Beer License and Soda License for the licensing year 2016-2017 for sale of Fermented Malt Beverages and Soda for Kay's Diner, 228 Industrial Drive, North Prairie, KushKamal Singh, Agent, upon meeting all requirements of licensing. Motion carried unanimously.

Motion by C. Pasierb, seconded by A. Pellegrino, to approve the 2016-2017 Soda Water License application for D&D Products, 200 N. Harrison Street. Motion carried unanimously.

Motion by D. Stellpflug, seconded by C. Pasierb, to approve the 2016-2017 Operator's Licenses for Chayanne Magolan, Taylor Pozorski, Katie Schroeder and Rachel Franceschi for Broadlands Golf Club, LLC upon meeting all licensing requirements. Motion carried unanimously.

Motion by D. Samuels, seconded by S. Lutz, to approve the 2016-2017 Operator's License for James Hritz representing the North Prairie Lion's Club upon meeting all licensing requirements. Motion carried unanimously.

Motion by D. Samuels, seconded by C. Pasierb, to approve the 2016-2017 Operator Licenses renewals for William Olson and Joseph Pease representing the North Prairie Lion's Club. Motion carried unanimously.

Motion by D. Stellpflug, seconded by D. Samuels, to approve the request from North Prairie Lion's Club for a Temporary Class B Beer Picnic License to sell and serve beer at Hansen Auto Annual Car Show on June 25, 2016 in Veteran's Park provided a Certificate of Liquor Liability Insurance has been submitted. Motion carried. (President G. Nickerson recused himself).

Motion by D. Samuels, seconded by C. Pasierb, to approve the request from North Prairie Lion's Club for a Temporary Class B Beer Picnic License to sell and serve beer at Zero Zone Company Picnic on July 23, 2016 in Veteran's Park provided a Certificate of Liquor Liability Insurance has been submitted. Motion carried. (President G. Nickerson recused himself).

Motion by D. Samuels, seconded by D. Stellpflug, to approve the request from North Prairie Lion's Club for a Temporary Class B Beer Picnic License to sell and serve beer at North Prairie Harvest Fest from Sept. 16, 17 and 18, 2016 in Veteran's Park provided a Certificate of Liquor Liability Insurance has been submitted. Motion carried. (President G. Nickerson recused himself).

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE: D. Samuels stated the committee met on Wednesday, June 8, 2016. The budgets were discussed, along with the repair of the squad radar unit. The Fire Dept. discussed the staffing of the A-EMT and B-EMT positions Monday-Friday.

Fire Dept. Mergers/Consolidations/Options: No update other than what was mentioned by President Nickerson.

EMS Service Charges- Nine EMS department service rates were compared and the Committee determined that four North Prairie rates should be increased regarding the resident and non-resident rates for BLS and ALS1.

Motion by D. Samuels, seconded by C. Pasierb, to approve rate increases for the following:

	Resident -	Recommended	Non-resident -	Recommended
BLS	\$425.00 to	\$500.00	\$550.00 to	\$600.00
ALS1	\$600.00 to	\$700.00	\$725.00 to	\$800.00

and be presented in a Resolution at the July Village Board meeting as recommended by the Committee. Motion carried unanimously.

Fire Dept. Apparatus at Events- The Committee reviewed and approved the dates and events which the Fire Dept. will be providing apparatus such as parades, Fire Prevention Week, etc.

PUBLIC WORKS, BUILDINGS AND GROUNDS, CIVIC PRIDE COMMITTEE: D. Stellpflug stated the Committee met June 8, 2016. The Village received the recycling grant of \$5,111.61. The United Way will be assisting with the establishment of the Born trail in the Broadlands Park. The Committee reviewed the informal quotes received for the replacement of the concrete in the Prairie Village Park pavilion and accepted the quote from M&M Masonry, LLC for \$3,800. The Civic Pride Award information will be placed on the Village Website. The Committee is still researching replacement stone/bricks along the parking side of Harrison Street. Payne & Dolan representative will be reviewing the pavement issues on Harrison Street.

Repair of Curb Box Invoice- No action was taken.

Maintenance of Storm Water Ponds- D. Stellpflug mentioned the Village Engineers recommended a Village ordinance for required storm water management of ponds located on private property. Currently, only one pond exists that is not Village-owned and the other areas are drainage easements. G. Nickerson suggested that a draft ordinance be created for review next month. The dates and link to the NR216 information should be added to the website when the Village employees will be inspecting the storm water drainage areas.

Town of Mukwonago Road X paving project-

Motion by D. Stellpflug, seconded by D. Samuels, to approve \$4,495.42 to cover the Village portion of 2,794 square yards of paving/sealing Road X and includes the estimate of \$500 for the miscellaneous patching with payment to be made in 2016 upon receipt of invoice. Village President G. Nickerson is authorized to send a letter to the Town of Mukwonago which states the Village will reimburse the Town for the costs of the street repairs. Motion carried unanimously.

Repair/replacement of Play Structures & Drainage in Prairie Village Park- D. Stellpflug mentioned that he has received quotes to repair the existing dilapidated park structures and to purchase new playground equipment. Discussion was held to determine the essential upgrades to the equipment at Prairie Village Park. The Committee will continue to research additional replacement play structures and actual costs to install the equipment. No action taken.

PERSONNEL & POLICY COMMITTEE: A. Pellegrino mentioned the Committee reviewed a Return-to-Work Policy for the Village. Additional tasks and future policies were assigned to committee members to create vital policies and review existing policies.

Return-to-Work Policy- A draft policy was presented which is a culmination of the best portions from numerous existing policies. The policy consists of two sections, with the second section assisting the employee with health care relating to a workers comp claim, work restrictions, contact information, and extended future care guidelines. Modified work criteria and allocation was discussed. The Board members agreed the draft policy is a great beginning and should be reviewed by Dept. Heads. The Finance & Fee Committee will contact the insurance company with additional questions.

FINANCE AND FEE COMMITTEE: C. Pasierb mentioned the Committee met prior to this meeting. The Committee will review grant availability and proposals for the Village.

Upgrading Computer Security- The Village IT provider recommended that all Village servers, computers and wireless services be upgraded with additional security.

Motion by D. Stellpflug, seconded by C. Pasierb, to allow the Police Chief S. Tamez to participate. Motion carried. S. Tamez recommended an application to prohibit the upgrade to Windows 10 for computers which are not compatible. D. Samuels knows of a free utility to block the Windows upgrade.

Motion by D. Samuels, seconded by D. Stellpflug, to allow Fire Chief P. Buchholtz to participate. Motion carried. The Fire Dept. has four computers.

Motion by D. Samuels, seconded by D. Stellpflug, to allow an amount not-to-exceed \$4,999.00 to have the Committee research and provide the best upgrade regarding security to all Village servers, computers and wireless services, as recommended by the Committee. Motion carried unanimously.

Monthly Bills and Payroll-

Motion by C. Pasierb, seconded by D. Samuels, to approve checks 10350-10354 for utilities paid at the end of May for \$3,127.34, June payroll checks from 10355-10389 for a total of \$23,267.41, and Accounts Payables checks for May and June 10390-10450 for a total of \$66,439.26, as recommended by the Committee. 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 8:56 p.m. Motion carried.

Respectfully submitted,
Rhoda Bagley
Village Clerk/Treasurer