

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING MINUTES
DECEMBER 14, 2017**

The meeting was called to order by President G. Nickerson at 7:00 p.m. in the Village Board Room. Roll call was taken with the following members present:

President G. Nickerson

Trustees: F. Rewasiewicz, S. Lutz, A. Pellegrino, D. Stellpflug, D. Jump and C. Pasierb.

Clerk: R. Bagley

Others Present: Police Chief S. Tamez, Fire Capt. A. Rydzik, S. Hollister and C. Schroeder.

The Pledge of Allegiance was recited.

Motion by D. Stellpflug, seconded by A. Pellegrino, to approve the November 9, 2017 Village Board Budget Public Hearing and regular meeting minutes as written. Motion carried unanimously.

Motion by G. Nickerson, seconded by S. Lutz, to open the meeting to Public Comments. Motion carried. No comments.

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

VILLAGE PRESIDENT: Village President G. Nickerson mentioned that the Municipality magazine had an interesting article on ethics for officials. He also distributed the structural engineer's findings regarding the current condition of the pavilion in Veteran's Park.

From Plan Commission: Certified Survey Map for Morey Street Development, LLC- President G. Nickerson stated that the Plan Commission reviewed the CSM with latest revision date of November 20, 2017, and after review and adjustments by the Village Engineer and Building Inspector, is recommending approval. The CSM was created to slightly adjust lot lines for three adjacent parcels owned by one family along Harrison Street. The holding tank on Lot 3 was originally on Lot 2 with an access easement, so the lot line was adjusted to include the tank on Lot 3 with revised ingress easements on the new CSM.

Motion by G. Nickerson, seconded by D. Stellpflug, to approve the 3-Lot Certified Survey Map for Morey Street Development, LLC as created and presented with the latest revision date of November 20, 2017 for the three parcels on Harrison Street, as recommended by the Plan Commission and upon payment of all fees. Motion carried unanimously.

North Prairie Lion's Club sign requests- (G. Nickerson recused himself from Board.)

Motion by S. Lutz, seconded by C. Pasierb, to nominate Amber Pellegrino as the temporary President for this agenda item. Motion carried.

S. Hollister, N.P. Lion's Club President, mentioned that many municipalities have organization signs at all entry points to the villages, cities and towns and was wondering if the Lion's Club could include the logo on the new Village sign along with signs at the entrances to the Village. A. Pellegrino asked about the size of the sign, construction material, colors and location for the sign. S. Hollister is just trying to get Village approval to add the logo to the Village sign first, before working on the other entrances, and does not have a sign at this time. A. Pellegrino suggested providing a photo of the actual sign with dimensions. The consensus of the Board members is to refer the sign request to the Public Works, Buildings & Grounds Committee. (G. Nickerson returned to the Board.)

VILLAGE CLERK: Clerk R. Bagley mentioned that the Village employee and elected official holiday luncheon will be held on Tuesday, December 19th at noon. Tax bills were mailed out December 5th so tax collection is underway!

Election Inspectors Appointment for the 2018-2019 term- The Republican Party had submitted one name to be included on the list of Election Inspector's for the 2018-2019 term.

Motion by C. Pasierb, seconded by A. Pellegrino, to approve the list of nine Election Inspectors for the January 1, 2018 through the December 31, 2019 term, as presented. Motion carried unanimously.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE: G. Nickerson stated the committee met on December 2nd.

Fire Dept. Mergers/Consolidations/Options: The Fire Dept. discussions are expected to continue in January with Western Lakes Fire District regarding possible contracted services.

2018 Squad Car Order and Funding-

Motion by G. Nickerson, seconded by C. Pasierb, to allow Chief S. Tamez to participate. Motion carried. Chief Tamez asked if the loan covered all the necessary equipment for the new vehicle. It was determined that it did.

Motion by G. Nickerson, seconded by A. Pellegrino, to approve the ordering of a 2018 Ford Police Interceptor Utility vehicle with funding of \$38,000 for the vehicle through a 5-year loan at a 2.75% interest rate from Citizen's Bank, as recommended by the Committee. The first loan payment will be made in 2019. Motion carried unanimously.

Proposed Snowmobile Route A: From CTH E to Town of Mukwonago property- A proposal was submitted requesting an extension of the existing snowmobile trail from the current dead end at Jericho Creek at Hwy 59 in the Town of Mukwonago to CTH E just north of Prairie View School. The Kettle Moraine Snowmobile Club would maintain the trail and provide all signage. The landowners of the parcel in the Village have given their written consent.

Motion by G. Nickerson, seconded by D. Jump, to approve the snowmobile trail from the Town of Mukwonago property line through the McCormick property north of Prairie View School to dead-end near CTH E, with the Kettle Moraine Club posting all necessary signage indicating the dead-end near the barn at CTH E.

Discussion: Chief S. Tamez presented some concerns regarding the snowmobilers driving off of the trail and into the Village. C. Schroeder represented the Kettle Moraine Snowmobile Club and would like the current trail extended. The Club needs 6 inches of snow and 32 degrees to operate the snowmobiles on the trail. A sign could be posted indicating CTH E is a dead-end. A. Pellegrino supports the recreational activity for the residents. There has not been enough snow to snowmobile for the past three years. **Motion carried unanimously.**

Proposed Route B: Extend trail from CTH E along Oakwood Lane to 208 Prairie View Drive:

Motion by S. Lutz, seconded by C. Pasierb, to deny the request to extend the snowmobile trail from CTH E, along Oakwood Lane to 208 Prairie View Drive.

Discussion: C. Schroeder is requesting to drive snowmobiles along Oakwood Lane on the street from her house to access the trail at CTH E. A. Pellegrino would like to know if residents are in favor of the proposal within a subdivision. D. Stellpflug is not in favor of granting a snowmobile route for the convenience of one family as there are other Village residents who also snowmobile. C. Schroeder would like to know if the Village would be interested in making the Village accessible to snowmobiles in the future. **Motion carried unanimously.**

PUBLIC WORKS, BUILDINGS AND GROUNDS, CIVIC PRIDE COMMITTEE: Trustee D. Stellpflug stated the Committee has not met and will be scheduling a meeting in the near future.

PERSONNEL & POLICY COMMITTEE: The Committee will be meeting on Tuesday, January 9th at 6:00 p.m. and reviewing professional contractors.

Paid Time Off Policy-Trustee A. Pellegrino presented **Policy 2017-01** which provides paid time off (PTO) for regularly scheduled part-time employees who work more than 32 hours but less than 39 hours per week on a consistent basis, beginning in the fourteenth full year of employment with the Village. Paid time off will be capped at 97.5 hours per year.

Motion by A. Pellegrino, seconded by C. Pasierb, to approve Policy 2017-01 regarding Paid Time Off for regularly scheduled part-time personnel with longevity, effective January 1, 2018 as recommended by the Committee. Motion carried unanimously.

FINANCE AND FEE COMMITTEE: Trustee C. Pasierb mentioned the Committee met prior to this meeting.
Monthly Bills and Payroll-

Motion by C. Pasierb, seconded by S. Lutz, to approve checks 12181-12188 for utilities paid at the end of November for \$3,377.38, December payroll checks 12189-12221 for a total of \$24,349.00, and Accounts Payables checks for November and December 12222-12276 for a total of \$42,071.01, as recommended by the Committee. Motion carried unanimously.

R&R Insurance Services, Inc. Proposal for 2018- Trustee C. Pasierb mentioned that the insurance proposal presented this evening includes a Workers Comp increase of \$5,294 from 2017 based on a mod from a three year average, while the premium for liabilities, property and auto coverages increased \$383. The Village budget for 2018 does not include this large of an increase as the budget was approved in November. Clerk will notify R&R Insurance regarding timeliness of proposal.

Motion by C. Pasierb, seconded by F. Rewasiewicz, to approve the 2018 Village Insurance proposal from R&R Insurance Services, Inc. for a total premium of \$41,080, as recommended by the Committee. Motion carried unanimously.

2017 Revised Fee Schedule- Trustee C. Pasierb explained that the soda license was removed from the schedule and the Building Inspector fees were adjusted to match the new zoning regulations for accessory buildings. Buildings up to 225 sq. feet have a minimum permit fee of \$50, and buildings over 226 sq. ft. to 1,000 sq. ft. will be \$.18 per sq. ft. The members agreed that the minimum permit fee should be \$50 for larger building, the same as other permits. Decks will have a minimum permit fee of \$75 as the majority of the permits require three inspections. Everything else will remain the same.

Motion by C. Pasierb, seconded by D. Jump, to approve Resolution No. 2017-01R regarding the 2017 Revised Fee Schedule as provided, including a minimum permit fee of \$50 for larger accessory buildings. Motion carried unanimously.

Rotroff Jeanson & Company Engagement Letter- No changes from previous year.

Motion by C. Pasierb, seconded by D. Stellpflug, to approve the Engagement Letter submitted by Rotroff Jeanson & Company to provide the 2017 audit of financial statements and accounting assistance as indicated in the objectives. 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 8:20 p.m. Motion carried.

Respectfully submitted,
Rhoda Bagley
Village Clerk/Treasurer