

VILLAGE BOARD MEETING MINUTES
JUNE 13, 2024 - 7:00 P.M.
MUNICIPAL CENTER-130 NORTH HARRISON STREET
VILLAGE OF NORTH PRAIRIE, WI 53153

1. Call to Order.

Meeting was called to order at 7:01 p.m. by President Nickerson

2. Roll Call.

Trustee Rewasiewicz, Trustee Schroeder, Trustee Lampe, Trustee McCormack and President Nickerson. Excused Trustee Hall and Trustee Pellegrino.

Also present: Clerk Keleher, Chief Tamez, Donna Samuels, Carol Schroeder and Debbie Carrasco-Zanini.

3. Pledge of Allegiance recited.

4. Approval of the Village Board meeting minutes of May 9, 2024.

The minutes were submitted without the comments of the "Public Comment" section included. Village Board members want those comments included in the minutes. The feeling is that they are being swept under the rug with no explanation and the Board wants honest conversation and communication with the public. The Clerk should include public comments in the May 9, 2024 minutes and put them on the July Village Board meeting for approval. Trustee Schroeder believes that the minutes should include the entire public comments made during the meeting. Motion by Trustee Schroeder, seconded by no one to amend the May 9, 2024 Village Board Meeting minutes to include the true and accurate public comments made in response to the comments made by resident Heintz Taylar, as submitted. Motion died. Trustee Rewasiewicz asked that the comments from the residents not state the Clerk's name.

Motion by President Nickerson, second by Trustee Rewasiewicz to have the Clerk redraft the May 9, 2024 Village Board minutes for possible approval at the July Village Board meeting with all the public comments to be included in the minutes. Motion carried.

5. Public comment (No official action will be taken under Public Comment).

Discussion was had regarding citizen Mr. John Heintz-Taylor's concern as to whether the Treasurer's Statement needed to be signed on the Municipal Court monthly financial report. It was stated that the WI DOA was contacted, and they do not require the forms to be signed. It would not be necessary for the forms to resubmitted with the signature on the form.

Motion by President Nickerson, second by Trustee Rewasiewicz to open public comment.

Motion carried. Debbie Carrasco-Zanini – the Freeman is coming out to do an article about the native gardens and asked if any of the Board members would be interested in joining that interview. They would like to keep the possible park lot in its natural state, but it is too large for the group to maintain. There could other options out there to maintain the land. She would like to see if with new developments have areas, say 5% of the project be retained for a natural garden area. Donna Samuels – Mr. John Heintz-Taylor's statements must be placed in the minutes to see where the other comments came from. She fully disagrees with the July 5th paid as a holiday. Who would get this? If they would like this day off – take it as a vacation day. Carol Schroeder, wanted to talk about the July 5th possible day off with pay, it should not be taken as a "Holiday" with pay. Motion by President Nickerson, second Dave Schroeder to close public comment. Motion carried.

6. Village President

a. Report to Village Board

Public Works/Building and Grounds have not addressed the cameras for the Village Hall and Parks. Personnel and Policy have not had any updates on the Employee Manual and hiring a new Village Planner. A Planner will be needed for the proposed new condos at the Broadlands. The HOA is in favor of the new development, but the developers will need to

discuss the water availability with the Prairie Village Water Trust. Waukesha County at the request of North Prairie has reduced the speed limit on Hwy E at the school zone.

- b. **Discussion and/or Action as Necessary: To Close the Village Clerk's Office, DPW Department and Police Department for an additional Holiday on July 5, 2024.** Trustee Hall had a statement read into the record, "I am in favor of closing the Village Clerk's Office, DPW Department and Police Department for an additional Holiday on July 5, 2024 for non-essential employees. I was made aware from the Clerk, that there are not a lot of residents that come into the office and should close the office. Motion by Trustee Schroeder, second Trustee Rewasiewicz to not close the Village Clerk's Office, DPW Department and Police Department for an additional Holiday on July 5, 2024; motion carries.
- c. **Discussion and/or Action as Necessary: If item B is passed, consider July 5, 2024 a paid Holiday for employees that receive that benefit.** Item withdrawn.
- d. **Discussion and/or action as Necessary: To implement a 3-minute per resident commentary time limit on any item brought forth under public comment for possible future review/consideration as no items discussed during public comment can be acted upon at the time.** The public can make comments, but there should not be any discussion between the Board and the public on public comments. 3 minutes is a good starting time and it can be adjusted if needed. Motion by President Nickerson, second Trustee Schroeder to implement a 3-minute per resident commentary time limit on any item brought forth under public comment for possible future review/consideration; motion carried.
- e. **Discussion and/or Action as Necessary: to add language to future agendas, "No personal personnel matters are an appropriate subject for this forum and should be referred to the Village Office. Any comments which may violate an individual rights of an employee and or representative of the Village will not be permitted. This will be added to the end of the agenda.** Motion by President Nickerson, second by Trustee Rewasiewicz confirming that personal personnel matters are not an appropriate subject for this forum and should be referred to the Village Office. Any comments which may violate an individual rights of an employee and or representative of the Village will not be permitted. Motion carried.
- f. **Discussion and Action as Necessary: On re-approving to make payments for the following, as the original approval could not be found on the tape recorder from the May 9, 2024 Village Board meeting, to pay the additional 1st & 2nd quarters that were already past due in the amount of \$2,485.00 additional \$1,242.50 for the 3rd quarter and 4th quarter payments when due to the KMFD and to take the money from the General Fund until the budget amendment is approved.** The 1st and 2nd quarters have been paid and the additional due. The 3rd and 4th quarter will be paid at the correct amount. Motion by Trustee Rewasiewicz, second President Nickerson May 9, 2024, Village Board meeting, to pay the 1st & 2nd quarters that were past due in the amount of \$2485.00 additional \$1242.50 for the 3rd quarter and 4th quarter payments when due to the KMFD and pay these amounts from the general fund until the budget amendment is approved. Trustee Schroeder – nay. Motion carried.
- g. **Discussion and/or Action as Necessary: A Recommendation from Personnel & Policy Committee was made and carried at the April 11, 2024 Village Board meeting to Recommend Setting a Public Hearing Date on the Proposed Ordinance to Create Section 2-5 of the Village Code to Address Conduct at Village Meetings Governed by Roberts Rules of Order. This ordinance would be for all future Village Board & Committee meetings. Now that a public hearing is not required, the ordinance could be adopted.** Motion by President Nickerson second Trustee Rewasiewicz Proposed Ordinance to Create Section 2-5 of the Village Code to Address Conduct at Village Meetings Governed by Roberts Rules of Order. Motion carried.

7. VILLAGE CLERK

- a. Report to Village Board.

3 reports have been filed and 1 needs to be done for the Department of Revenue. Getting ready for the August election.

- b. Discussion and/or Action: 2024-2025 Alcohol, Beer, Cigarette and Renewal Operator Licenses: Class A Combination Beer and Liquor License- (details provided separately) North Prairie Market, LLC- d/b/a Bill's Self Service & Mini Mart, 102 W. State Road, North Prairie- Rajwinder Singh, Owner. Sukhdeep Garcha, Agent. Operators: On separate sheet.** Motion by Trustee Rewasiesicz, second Trustee Lampe to approve the 2024-2025 Alcohol, Beer, Cigarette and Renewal Operator Licenses: Class A Combination Beer and Liquor License North Prairie Market, LLC- d/b/a Bill's Self Service & Mini Mart, 102 W. State Road, North Prairie- Rajwinder Singh, Owner. Sukhdeep Garcha, Agent. Operators on separate sheet which will be included with the minutes. Motion carried.
- c. Discussion and/or Action: 2024-2025 Alcohol, Beer, Cigarette and Renewal Operator Licenses: Class B Combination Beer and Liquor Licenses- (details provided separately) 1. Sport's Page Bar and Grill, 117 N. Main Street, North Prairie, Scott McGuire, Agent Operators: On separate sheet 2. Broadlands Golf Club, LLC, 18 Augusta Way, North Prairie- Louis John Yaeger IV, Agent Operators: On separate sheet.** Motion by Trustee Schroeder, second Trustee Lampe to approve 2024-2025 Alcohol, Beer, Cigarette and Renewal Operator Licenses: Class B Combination Beer and Liquor Licenses 1. Sport's Page Bar and Grill, 117 N. Main Street, North Prairie, Scott McGuire, Agent Operators: On separate sheet 2. Broadlands Golf Club, LLC, 18 Augusta Way, North Prairie- Louis John Yaeger IV, Agent Operators on separate sheet which will be included with the minutes. Motion carried.
- d. Discussion and/or Action: 2024-2025 Alcohol and Beer Renewal. Operator Licenses: Class A Combination Beer and Liquor License (details provided separately) Sports Page Bar and Grill, 117 N Main Street, North Prairie, Scott McGuire, Agent.** Motion by Trustee Lampe, second Trustee Mike McCormack 2024-2025 Alcohol and Beer Renewal. Operator Licenses: Class A Combination Beer and Liquor License Sports Page Bar and Grill, 117 N Main Street, North Prairie, Scott McGuire, Agent. Motion carried.
- e. Discussion and/or Action: Renewal of Operator's Licenses for North Prairie Lions Club: James R Hritz, Linda M Hollister, Steven Hollister and Erin Hardaker.** Motion by Trustee Rewasiesicz, second Trustee Lampe renewal of Operator's Licenses for North Prairie Lions Club: James R Hritz, Linda M Hollister, Steven Hollister, Kevin Hardaker and Erin Hardaker.
- f. Discussion and/or Action: Temporary Operator's License request for Matthew DeMarais for NPAA Tournament on June 20, 2024.** Motion by Trustee Rewasiesicz, second Trustee Lampe. Temporary Operator's License request for Matthew DeMarais for NPAA Tournament on June 20, 2024.

8. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE (Police, Fire, Municipal Court)

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.** The committee had a meeting on May 22, 2024, and the discussion was about having the Police Department utilize Lexipol, which is used for their policy and procedures. The cost is \$1943.10 which the Village will pay for and then be reimbursed by the League of Municipalities. There was also discussion about the courts and resident John Heintz Taylor. Trustees McCormack and Schroeder were directed to have a conversation with him about the court and a letter was sent. There have been joint meetings with the Public Works / Building & Grounds to discuss the ATV/UTV ordinance. The next joint meeting will be on June 25th.

9. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE (Streets & Roads, Parks, Community Center, Civic Pride)

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.** The security at the Village Hall is being revisited. Trustee Lampe will be getting some

quotes for a similar window as what the Police Department has to be installed in the Clerk's office. Trustee Lampe did contact 7 companies, 4 appointments have been setup for a quote. There is an option of putting a film on the glass instead of replacing the glass. Bids have gone out for the crack filing and the ADA accessible sidewalks at Broadlands Park. The bids have to be returned by July 8, 2024 for the bid opening.

- b. **Discussion and/or action as necessary: Regarding the 2025 Local Road Certification Survey WISLR switching to electronic filing and authorizing the President to sign completed document if necessary.** An email was received from WISLR stating that they would like all Municipalities to file electronically because of reported lost packets in the mail. This needs to be done by June 20, 2024, to get on board with the filing. Motion by Trustee Schroeder, second Trustee Rewasiesicz to switch to the WISLR electronic filing program for the road ratings program, by June 20, 2024, and grant approval of President Nickerson to sign any required electronic files. Amended . Motion by Trustee Schroeder, second Trustee Rewasiesicz to switch to the WISLR electronic filing program for the road ratings program, by June 20, 2024. Motion carried.

10. PERSONNEL AND POLICY COMMITTEE

- a. **Report on discussion or action taken at previous meetings, reports or future agenda items.** Talked about the North Prairie employee handbook and using the sample employee handbook from the League of Municipalities as a starting point based on attorney recommendation. The question was raised as to why they are meeting at 7:00 a.m. when residents may not be able to attend at this time. The meeting time worked for all committee members and the meeting is posted and not excluding anyone from attending. Trustee Hall had a letter read in – future agenda items, updating the website, review update employee job description as needed and employee review forms as needed.

11. FINANCE AND FEE/ARPA RECONCILIATION COMMITTEE

- a. **Report on discussion or action taken at previous meetings, reports or future agenda items.** None at this time.
- b. **Discussion and/or Action as Necessary: Review and approve monthly bills and payroll.** Motion Trustee Rewasiesicz, second Trustee Schroeder to approve the monthly bills and payroll. Check numbers 19216 – 19271 in the amount of \$135,002.05 and State and Federal withholding at \$11,304.65 for a total amount of \$146,306.70. Motion carried.
- c. **Discussion and /or Action as Necessary: Approve Invoices regarding construction of the two Pavilions at Broadlands Park.** Motion by Trustee Rewasiesicz, second Trustee Schroeder to pay the submitted invoices to Jim Samuels for the work done to the pavilions at Broadlands Park in the amount of \$53,283.50, this about half of the amount due for the project. Motion carried.
- d. **Discussion and/or Action as Necessary: To Increase the Fee to Bulk Water per Load.** This was discussed at the May meeting, but it was not worded correctly. Motion by Trustee Rewasiesicz, second Trustee Lampe to increase the bulk water load from \$60 to \$120 on the fee schedule, with an effective date of June 13, 2024. Motion carried.

13. Reports: Building Inspector, Fire, Police and Public Works Departments.

Reports will be filed in the Clerk's office.

14. Motion for Adjournment. Motion by Trustee Rewasiesicz, second Trustee Lampe to adjourn the Village Board meeting at 8:29 p.m. Motion carried.

Respectfully submitted,

Pauline Wigderson,
Deputy Clerk/Treasurer