

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
November 14, 2024**

Call to Order

The meeting was called to order by President D. Hall at 7:00 p.m. in the Village Municipal Center.

Roll call was taken with the following members present:

Village President Deb Hall, Amber Pellegrino, Dave Schroeder, Frank Rewasiewicz, Donna Samuels and Mike McCormack

Absent: Trustee Cheri Lampe - excused

Also Present: Police Chief Salvador Tamez, Administrator-Clerk-Treasurer Evelyn Etten, Contracted Clerk Nancy J. Zastrow and several residents.

Pledge of Allegiance

The pledge was recited by those present.

Approval of October 21, 2024 – Special Board Meeting Minutes

Trustee Samuels moved, seconded by Trustee Pellegrino to approve the October 21, 2024 minutes as presented. Motion carried 6-0-1.

Public Hearing regarding 2025 Village of North Prairie Budget and setting of tax levy.

Motion to open the Public Hearing

President Hall moved to open the public hearing at approximately 7:06 pm and second by Trustee Rewasiewicz. Motion carried.

Public Comments on the proposed 2025 Village of North Prairie Budget

John Heinz Taylor – 318 N. Main Street – He addressed the board stating he had heard the board was considering a garbage collection fee. President Hall responded this was not built into the 2025 budget.

Kathy Conrad – 188 Crooked Stick Pass – She asked about offering yard waste removal, what are residents supposed to do with the yard waste? President Hall stated they looked into it a few years ago and it was quite expensive.

Ms. Conrad also inquired about the status of the police department and possibly disbanding. President Hall responded this is not true. The board is looking at what works best, but not any serious discussions at this time.

There were no other comments.

Village Board Comments on the proposed 2025 Village of North Prairie Budget

President Hall stated the board members have the budget summary.

Trustee Samuels applauded the finance committee for bringing a balanced budget. She noted from being a citizen to being on the board this process went very smoothly.

There were no further comments from the board.

Motion to close Public Hearing

President Hall moved, second by Trustee Pellegrino to close the public hearing at approximately 7:12 pm. Motion carried.

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

Not all reports were distributed to the board members. They asked that they be sent prior to the meeting.

Chief Nottling was in attendance and asked to address the board. President Hall moved, second by Trustee Samuels to suspend the rules to allow Chief Nottling to address the board.

The Chief reported that the department had 477 calls for service in the district. One of the rigs has been out of service for seven months and is now at Reliant to figure out the problems. Truck 35 is out of service it blew a seal – Fire Service Inc. is doing the repairs. All other apparatus is in service.

He also explained they now have a night schedule from 6:00 pm – 6:00 am with two people dedicated to serve. They are beginning this in North Prairie and will split between the two stations.

The pancake breakfast did well. Eagle hosting a pub crawl.

There is a Fire Commission meeting scheduled for November 18th. There have been a lot of MABA's calls for assistance to other departments. He noted Chief's from the other departments complimented his staff.

The department received donations from Russell Chapman of Eagle, they are planning to do something in his memory with the donations.

PUBLIC COMMENT (No official action will be taken under Public Comment) Comments will be limited to 3 minutes per resident.

President Hall moved, Trustee Rewasiewicz second to open public comment. Motion carried.

John Heinz Taylor – 318 Main Street. Mr. Heinz Taylor addressed the board regarding the sidewalk on his property. He stated the sidewalk was installed in 1918. He presented the board with a letter, which he read into record.

President Hall moved, second by Trustee Mc Cormick to close the public comments at 7:20 pm. Motion carried.

VILLAGE PRESIDENT**Report to Village Board**

President Hall noted there is a Fire Commission meeting scheduled for Monday, November 18th and a Fire Board meeting scheduled for November 21st.

Jerry Deschane – League of Municipalities has materials regarding trustee roles in the community. She encourages board members to look at this.

President Hall stated she was very appreciative to everyone who worked the elections. She wanted to recognize the awesome workers and thank them for their work.

Discussion and/or Action as Necessary: Resolution – R08-2024 – Approval of the 2025 Village of North Prairie Budget and tax levy.

Acting Clerk Zastrow explained the Resolution. The resolution is to approve the tax levy of \$1,049,008 which is made up of \$803,570 for levy and \$245,438 for debt. The resolution also includes the wages of staff.

President Hall moved, Trustee Samuels second to approve Resolution R08-2024 as presented. Motion carried.

Discussion and/or Action as Necessary: Authorize the Village President or her designee to Order the property owner, Esquire Property Management 11 LLC to replace the Village sidewalk that was improperly removed from Village right of way, with the replacement completed within the time required by, and in a manner approved by, the Village President or her designee, for the property located at 318 N. Main Street, North Prairie, WI.

President Hall explained she received complaints about the sidewalk being removed. Trustee Samuels stated she e-mailed and called the homeowner with no response. President Hall has been in contact with the Village Attorney who stated the sidewalk is in public right-of-way but if private sidewalk it may change the legal opinion. In light of the information provided by the property owner earlier this evening, she will take this back to the attorney and the Building & Grounds Committee for review.

No action was taken.

VILLAGE ADMINISTRATOR/CLERK/TREASURER**Report to Village Board**

E. Etten reported the Elections went very smoothly. She stated there was a lot of positive feedback stating it was very organized. We encouraged voters to utilize the ExPress vote machine, and we had 134 voters use this.

Bad news was we were chosen to perform a post-election audit of the voting equipment. We will perform this audit next Thursday.

She has updated the budget numbers for 2024 and stated the village looks to be in good financial condition.

Trustee Pellegrino asked if the voting machine is the same as it was talked about before. E. Etten explained the machine is the ExPress vote which marks the ballot. President Hall stated they had talked about getting the Badger Books for voter check-in on election day. She said there may be some money left in the ARPA funds that could be used to purchase another ExPress Vote machine and the I Pads for Badger Books.

Discussion and/or action as necessary: Approval of the contract with Waukesha County Treasurer's Office for the collection of VNP property tax payments.

E. Etten explained this was a time-sensitive document to keep moving forward for tax preparation. This is the same contract as last year.

President Hall moved to approve the contract for the collection of North Prairie property taxes. Trustee Rewasiewicz second. Motion carried.

Discussion and/or Action as Necessary: Setting new village hall hours open to the public.

E. Etten presented the board with options for Village Hall hours. She explained having the office closed to the public two days a week will allow her to perform the administrative duties that the board would like. Staff will still be working, just not open to the public. She feels Option 2 would be the best. Discussion followed.

President Hall explained we are trying to get an office for the Administrator to work out of with some privacy. They would like to establish the new hours by January 1st, 2025.

Trustee Mc Cormick asked if they approve Option 2 could this be effective now? Trustee Pellegrino stated she was not aware of having office space for the Administrator. Her committee was looking at blinds for the office, she suggested holding off on the blinds.

Trustee Pellegrino moved, second by Trustee Samuels to approve the Village Hall office hours as follows:

Monday	9 – 5
Tuesday	closed
Wednesday	9 – 1
Thursday	closed
Friday	9 – 5

Effective December 2, 2024. Trustee Samuels stated these are the hours the staff will receive the public. Trustee Pellegrino and Trustee Samuels agreed to add this to the motion.

Trustee Pellegrino stated it is great if full days of being closed, but staff should be looking at a greater on-line presence for hall rentals, dog licenses and payments. She would also like to see an option for credit card payments.

Motion carried 6-0-1 – Trustee Lampe absent.

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

Report on discussion or action taken at previous meetings, reports, or future agenda items.

Trustee Mc Cormick reported the old police vehicle was sold for \$5,232.00 and the monies have been received from Wisconsin Surplus.

There are no other pressing issues.

PUBLIC WORKS BUILDING & GROUNDS COMMITTEE

(Streets & Roads, Parks, Community Center, Civic Pride)

Report on discussion or action taken at previous meetings, reports, or future agenda items.

Trustee Pellegrino reported the committee has their meeting and review the CIVIC Pride Award applications. Gary Nickerson has been chosen to receive the award. His wife is available to attend the December meeting to receive the recognition in his honor. Mrs. Nickerson has stated she would like the remaining funds for the award to be donated to the Friends of Native Flowers in his honor.

They are looking to receive two quotes for the painting/staining of the park pavilion. All other projects are completed except the fence on which they are also receiving quotes.

Discussion and/or Action: ATV/UTV signage cost; the purchase of signs, acceptance, and collection of donations.

The board was presented with an opinion regarding the placement of ATV/UTV signs on county roads. It was suggested to defer discussion in light of this information.

President Hall stated there is no issue with the county, there is nothing in the statute that says we need to get the signs from the county. Discussion followed.

Trustee Samuels recused herself from the board. She has been working on this for some time and they are receiving private funds for the purchase of the signs. They are asking the village to purchase the signs on behalf of private citizens. President Hall asked if the village is willing to accept donations on behalf of the citizens group, the village would purchase the signs, and they would pay the village. Samuels stated they are hoping to have assistance with the installation of the signs. President Hall stated the installation would be done under the DPW supervision. Discussion continued.

Police Chief Tomez presented an opinion the Village of Summit received regarding the ATV/UTV routes and signs. County ordinance 15.85 prohibits ATVs on county highways unless approved. Samuels stated no signs would be placed on county roads. Discussion continued.

Trustee Pellegrino moved, second by Trustee Rewasiewicz to approve the purchase of signs and to accept and collect donations to pay for the signs. Motion carried 5-0-1
Trustee Lampe absent and Trustee Samuels – recused.

Discussion and/or Action: Application for Pedestrian Crosswalk Marking received from the Wisconsin Department of Transportation.

Trustee Samuels explained the map shows Oakridge Drive by Midwest Paint and the crosswalks on Hwy 59 at Fairview Avenue. The DOT is redoing the road between 2026-2029 and they will remark the crosswalks, and the maintenance will then be turned over to the village. DOT will put up street signage and lights. The village needs to have this agreement to the DOT by December 5th.

President Hall moved, second by Trustee Schroeder to approve as received from the Wisconsin Department of Transportation as presented permit #SE-67-033. Motion carried.

PERSONNEL AND POLICY COMMITTEE

Report on discussion or action taken at previous meetings, reports or future agenda items.

There was no meeting this month.

FINANCE AND FEE/ARPA RECONCILIATION COMMITTEE

Report on discussion or action taken at previous meetings, reports or future agenda items.

Trustee Rewasiewicz reported he will work with E. Etten on completing the payment and billing for the Fire District.

The bulk water needs to be billed quarterly. We will work on getting the bill out this year.

Approval of Resolution R07-2024: Updated fee schedule.

Trustee Rewasiewicz moved, second by Trustee Schroeder, to approve the revised fee schedule. President Hall asked if everyone received a copy of the schedule. E. Etten will resend to the board. Motion carried.

Discussion and/or Action as Necessary: Review and approve monthly bills and payroll.

Trustee Rewasiewicz moved, Trustee Schroeder second the payment of bills check #19584 – 19657 in the amount of \$132,702.13. Motion carried.

Motion for Adjournment.

Trustee Pellegrino moved, second by Trustee Mc Cormick to adjourn the November 14th Village Board meeting at approximately 8:19 pm. Motion carried.

Respectfully submitted,

Nancy J. Zastrow
Acting Clerk/Treasurer