

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD AND PUBLIC HEARING MEETING MINUTES
NOVEMBER 12, 2020**

The meeting was called to order by President G. Nickerson at 7:09 p.m. in the Village Community Room to comply with the physical distancing policy. Roll call was taken with the following members present:

President G. Nickerson

Trustees: F. Rewasiewicz, J. H. Taylor, C. Wood, D. Stellpflug, D. Hall and K. Singh.

Clerk: R. Bagley

Others Present: Chris Mommaerts, District 14 County Supervisor.

The Pledge of Allegiance was recited.

Motion by J. H. Taylor, seconded by C. Wood, to approve the October 8, 2020 Village Board and Public Hearings meeting minutes as submitted. Motion carried unanimously.

Public Hearing to consider the proposed 2021 Budget and 2020 Tax Levy-

Village President G. Nickerson opened the 2021 Budget and 2020 Tax Levy Public Hearing for public comments at 7:10 p.m. No comments.

Motion by G. Nickerson, seconded by J. H. Taylor, to open the Public Hearing for the 2021 Budget and 2020 Tax Levy to Village Board members. Motion carried. No comments.

Motion by G. Nickerson, seconded by J. H. Taylor, to close the Public Hearing at 7:13 pm. Motion carried unanimously.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve and adopt the 2021 Balanced Budget with revenues and expenses at \$1,342,670.00 and the 2020 Tax Levy of \$947,945.00, as published and presented. The 2020 Tax Levy mil rate decreased \$.01 from \$4.25 in 2019 to \$4.24 in 2020. Motion carried. Opposed: Trustee D. Hall

Trustee D. Hall is opposed to borrowing for the 2021 Road Program instead of using funds in the General Fund. J. H. Taylor believes the General Fund should be retained for emergencies.

Motion by G. Nickerson, seconded by J. H. Taylor, to open the meeting to Public Comments. Motion carried.

C. Mommaerts, District 14, County Board Supervisor, introduced herself to the Board members and mentioned if anyone has any County issues they should contact her.

D. Samuels, 515 Karin Drive, spoke regarding the recent Golf Cart Ordinance which was passed. The Village Board should be approving ordinances on a Village-wide basis to allow for uniformity and safety.

Motion by G. Nickerson, seconded by J. H. Taylor, to close the public comment section. Motion carried.

VILLAGE PRESIDENT REPORT: Village President G. Nickerson mentioned that when the old Village Hall on Main Street was sold in 1994, the soil was tested and contamination was not found. The soils have recently been tested and contamination has been found. The Village staff and previous owners are searching for the soil test report from 1994. Trustee D. Hall suggested checking the DNR website. The Village Fire Chief resigned his position effective on October 31, 2020.

Request by Village resident for ordinance to allow ATV/UTV/Dirt Bikes/Off Road Vehicles to be driven in Prairie Village Subdivision- President G. Nickerson briefly discussed the letter from the resident and suggested that the items mentioned should be reviewed by the Public Safety and Protective Services Committee. The golf cart ordinance is for a restricted use only in the Broadlands Subdivision.

From Plan Commission: Town of Genesee Extra-territorial Certified Survey Map as created for Thomas & Elizabeth Butler being a redivision of unplatted lands located at the intersection of Highview Road and Grush Road.

President G. Nickerson stated that the Plan Commission tabled this item as it has not been approved by the Town of Genesee, has no Town Planner report and the signature form at the end of the CSM is missing. Item is tabled.

Board Members up for election on April 6, 2021-Trustees D. Hall, D. Stellpflug and F. Rewasiewicz, and President G. Nickerson positions are up for election on April 6, 2021. Nomination papers may be circulated beginning December 1, 2020.

VILLAGE CLERK REPORT: The Clerk mentioned that the Village had a 96% voter turnout on November 3rd with 1,532 voters. Absentee voters made up over half of all of the voters. The two weeks of in-person absentee voting was extremely busy with extra assistance being required. The Waukesha County Clerk is preparing us for a recount, if necessary. It appears that tax bills will out timely this year.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE AND REPORTS: The Committee met on October 22nd. F. Rewasiewicz stated that has met with Fire Department Captain Art Rydzik on moving the department forward upon the resignation of the Fire Chief.

Joint Municipal Court- Trustee J. H. Taylor explained that the CLA, LLP Internal Policy and Procedures Review analysis has been completed and everyone has received a copy of the report. The full payment of \$7,500 has been remitted to CLA. Funds have been provided in the 2021 Court budget to resolve many of the concerns brought out by the review.

Dept. Mergers/Consolidations/Options: The Town of Eagle has moved forward with a proposal for the Joint Fire Study Committee to consider on November 16th. The Committee recommendations will be brought to the Board in December. Trustee J. H. Taylor suggested holding a Joint Board meeting with all three municipal boards. President G. Nickerson stated that will be the next step, and then to create new committees to develop the new merged department.

PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE AND REPORTS: Trustee D. Stellpflug mentioned that the Committee met on October 28th. The culvert near Prairie Village pond has been replaced. The WISLR report is in progress and due by December 15. The Friends of Prairie Village Park is being considered to maintain a portion of the park as a natural habitat for butterflies. Next meeting will be on November 18th.

Fire Dept./DPW building roof replacement at 108 N Oakridge Drive- D. Stellpflug mentioned that five bids were received and reviewed after submitting a Class 2 notice and two of them did not quote products or type of roofing as listed in the specifications. The recommendation is to accept Roofed Right America out of Milwaukee as the quote is exactly to specs with warranty.

Motion by D. Stellpflug, seconded by J. H. Taylor, to accept and approve the Roofed Right America base bid of \$62,424.00 to replace the roof and Option 1 for \$8,908.00 to replace all of the gutters at the Fire Dept./DPW building located at 108 N Oakridge Drive for a total of \$71,332.00. The project is estimated to take less than one week. Motion carried. G. Nickerson abstained.

PERSONNEL & POLICY COMMITTEE- Trustee C. Wood stated the Committee did not have a quorum at the last meeting, but the items on the agenda are both a work-in-progress.

Employee Performance Evaluation Form- Trustee C. Wood stated this is the same form approved at a previous meeting, but the instructions for the form were not included. The instructions are now included, but the percentage in the instructions still needs to be corrected. This will help supervisors in the future for employee reviews.

Tablet and Internet Usage Policy- The basis of this policy was based off of the policy from another municipality. This draft is under review if the Village chooses to move towards the electronic venue. Trustee D. Hall had some questions regarding personal use of the Village-owned equipment and who in the Village will monitor/supervise the iPads or tablets usage. C. Wood mentioned that most policies allow for incidental personal usage with parameters. All Village tablet/iPad usage will be subject to the open record laws and should be referenced in the policy. This policy should also contain verbiage that the Village is not responsible for providing WIFI or internet connections. This policy should indicate that elected officials will return the tablet at end of term, and employees return the tablet at the end of employment. What about damage to the tablet? Warranty and extended care? This policy is just a draft and has not been reviewed by legal counsel.

FINANCE, FEE AND INSURANCE COMMITTEE: F. Rewasiewicz mentioned the Committee met prior to this meeting.

Monthly Bills and Payroll-

Motion by F. Rewasiewicz, seconded by D. Hall, to approve end of the month checks 15713-15722 to CLA, LLP, TIAA Commercial, CenturyLink, US Cellular, Verizon Wireless, WE Energies, Spectrum Internet, Sun Life and The Masters Touch paid at the end of October for \$11,812.14, November payroll checks from 15723-15749 for a total of \$22,046.05, Accounts Payables for October and November regular invoices checks 15750-15808 for a total of \$57,870.37, as recommended by the Committee. Motion carried unanimously.

Engagement Letter from Rotroff Jeanson & Company, SC regarding the Village audit for 2020- Trustee F. Rewasiewicz mentioned this is the annual engagement letter from the Village auditors for the 2020 audit with no increase in cost from 2019.

Motion by F. Rewasiewicz, seconded by J.H. Taylor, to approve the annual engagement letter from Rotroff Jeanson & Company, SC, to conduct the Village 2020 audit with no increase in fee. Motion carried unanimously.

R&R Insurance Services, Inc. proposal for 2021- The Finance, Fee and Insurance Committee met with Paul Lessila prior to this meeting to review the Village insurance. The premium for renewing the current insurance shows a nominal increase, with Workers Comp. increasing \$1,694.00. The Representative recommended the addition of a Cyber Insurance Policy to help pay costs if a cyber-loss occurs.

Motion by F. Rewasiewicz, seconded by D. Hall, to approve the 2021 Insurance Policy for \$42,208.00 as presented, and to also include the Cyber Protection Policy for an additional \$2,681.00 in premiums. Motion carried unanimously.

Purchase of iPads for Village Board and select employees- A quote was obtained from Best Buy to purchase 10 iPads for elected officials and select employees for potential Zoom meetings. This is a possible purchase that can be reimbursed through the Routes2Recovery funding. Through discussion, an additional iPad should be purchased for all Department Heads and Police Clerk.

Motion by J. H. Taylor, seconded by D. Hall, to approve the purchase of 11 (eleven) iPads from Best Buy as priced in the quote due to COVID-19 precautions and distancing. Any additional warranties for accidental damage can be added at a later date. Motion carried unanimously.

Associated Appraisal Consultants, Inc. contract for Maintenance Assessment Services including an Interim Market Update for assessment years 2021-2025- Based on the discussion during budget meetings, the Village needs to bring the current assessments into compliance so the Interim Market Update has been budgeted. The regular maintenance contract provides for a \$100 increase each year.

Motion by F. Rewasiewicz, seconded by D. Hall, to approve the contract for Associated Appraisal Consultants, Inc. for Maintenance Assessment Services for assessment years 2021-2025, including an Interim Market Update for \$30,000 in 2021. Motion carried unanimously.

Motion by D. Hall, seconded by J. H. Taylor, to adjourn at 9:12 p.m. Motion carried.

Respectfully submitted,
Rhoda Bagley,
Village Clerk/Treasurer