

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING MINUTES
DECEMBER 10, 2020**

The meeting was called to order by President G. Nickerson at 7:00 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 and K. Singh.

Absent: Trustee D. Hall

Clerk: R. Bagley

Others Present: Eagle Fire Chief B. Hein, Officer-in-Charge A. Rydzik.

The Pledge of Allegiance was recited.

Motion by J. H. Taylor, seconded by C. Wood, to approve the November 12, 2020 Village Board and Public Hearing meeting minutes as submitted. Motion carried unanimously.

Motion by G. Nickerson, seconded by J. H. Taylor, to open the meeting to Public Comments. Motion carried. No comments.

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

VILLAGE PRESIDENT REPORT: Village President G. Nickerson turned the presentation for the Civic Pride Award to the Public Works, Building & Grounds Chairperson.

2020 Civic Pride Award- Trustee D. Stellpflug mentioned that the Committee received three nominations and the Committee unanimously selected a team who has provided leadership for Harvest Fest for numerous years, spent personal time to fix and prepare the new Auxiliary vehicle for use and spearheaded the spaghetti dinner fundraiser for the Fire Dept. Auxiliary to purchase the vehicle. These are just a few of the volunteer opportunities which the amazing duo of Frank and Sue Rewasiewicz have participated in. **Congratulations- Frank and Sue Rewasiewicz 2020 Civic Pride Recipients!**

Fire Dept. Merger Intermunicipal Agreement and proposed funding- The Town of Eagle, Village of Eagle and Village of North Prairie representatives met on Nov. 16th and reviewed various options for a joint budget and rewrote the existing Intermunicipal Agreement to include the Village of North Prairie. The new proposed name will be "Kettle Moraine Fire District. All of the operating expenses would be handled by the Fire Board, and the maintenance of the existing Fire Dept. buildings will stay with the current municipality. President G. Nickerson also briefly read through Addendum 1 which explains the length of terms of the Intermunicipal Agreement and the overview of the proposed conceptual funding formula based on improved properties which must be agreed to by all three of the governing Boards. Both the Village and Town of Eagle and Village of North Prairie will retain ownership of their respective apparatus.

Motion by J. H. Taylor, seconded by C. Wood, for the Village of North Prairie Village Board to conceptually approve the Intermunicipal Agreement Concerning the Kettle Moraine Fire District, Fire Board, and Fire Commission for Same, dated 06/08/16, as updated to include the Village of North Prairie, as well as Addendum 1 as drafted by Village President G. Nickerson.

Discussion: Trustee J.H. Taylor mentioned that a correction should be made on Page 3 to Article III under Boundaries, Section D. Contract Agreements- instead of requiring the approval of "Municipalities", it should read require the approval of the "Full Board of the Municipalities".

Eagle Fire Chief B. Hein mentioned on Page 8 that the Financing Formula is still yet to-be-determined. He explained the budgeting process for the Fire Board.

Trustee J. H. Taylor inquired why the savings are to be divided equally (1/3, 1/3, 1/3) under the proposed funding plan for the first 10 years rather than percentage of ownership. President G. Nickerson mentioned that all three municipalities will be saving money along with improved EMS service. The Village of North Prairie will not have a "joining fee" at this time. Trustee F. Rewasiewicz mentioned that this process is a give-and-take situation which is fluid and fair for all municipalities. The Village of NP will go to paid-on-call which will be a greater expense.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to open this discussion up to all Fire Dept. reps from Eagle and North Prairie. Motion carried.

Fire Chief B. Hein stated that Wales will be joining Lake Country as a contract and he would rather see a merger with North Prairie to share compatible resources. Employee numbers are dwindling, and joining together will provide 30 EMT's for 1 extra square mile and would like to make the merger happen for a win-win for all communities. NP Officer A. Rydzik stated that times have changed resulting in reduced community involvement. This is a great opportunity for better service.

Chief B. Hein stated that areas in the Town of Eagle will have a faster response time for those who live closer to North Prairie.

Trustee C. Wood echoes the comments and believes that we should move forward at a thoughtful pace.

Motion carried unanimously.

Proposed Funding- President G. Nickerson explained that the Town of Eagle's first choice is the 2021 Equalized Savings with 1/3 payroll, with second choice is the North Shore Formula. Village of Eagle is meeting tonight.

Motion by J. H. Taylor, seconded by D. Stellpflug, to utilize the 2021 Equalized Savings with 1/3 Payroll formula for the merged District. Motion carried unanimously.

The next Joint Fire Study meeting will be on Monday, January 11th at 5:00 p.m. at the Village of NP.

VILLAGE CLERK REPORT: The Clerk mentioned that the 2020 tax bills were mailed out this past Tuesday. To date, the Village has received \$36,352.00 from Routes2Recovery CARES Act funding.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE AND REPORTS: The Committee will be setting up a meeting tonight.

Dept. Mergers/Consolidations/Options: See above regarding the Fire Dept. merger Agreement and funding discussion.

PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE AND REPORTS: Trustee D. Stellpflug mentioned that the Committee met last night and went over the expenditures for the Dept. of Public Works and the Fire Dept. building located at 108 N Oakridge Drive. The ceiling tiles can be purchased this year to complete the project this year, along with the labor to finish the project. WSLR will be completed this weekend.

Purchase of Pick-Up Truck and snow plow- The DPW is in need a second smaller plow truck when two crews are plowing. The DPW Director is willing to sell his personal truck to the Village for \$17,125. A V-blade would be purchased for \$8,203. The total cost would be around \$25,340.

Trustee K. Singh asked why the Committee is providing only one option. Three options should be presented to obtain the best deal on used equipment. The DPW truck is only a 2-wheel drive and not a good option. It would be best to purchase a truck with a snow plow. Trustee J. H. Taylor stated that

it is not common practice to purchase from employees- not an arm's length transaction. This seems like a sporadic process and not thought out.

President G. Nickerson presented two options if the Board is interested-

1. Provide a not-to-exceed amount and let the Committee research for the best truck/plow if expense is to come out of the 2020 Budget.

2. Request specs, provide notice, find 3 vehicles and call a special Board meeting.

Being Christmas time and all...

Motion by F. Rewasiewicz, seconded by C. Wood, to let the Committee find the best one-ton truck with snow plow blade at a cost not-to-exceed \$33,000 which includes more funding for a better vehicle and to notify the Board members.

Roll Call Vote: Trustees F. Rewasiewicz, Aye; J. H. Taylor, No; C. Wood, Aye; D. Stellflug, Aye; K. Singh, no. G. Nickerson abstained. Motion carried.

2020 Budget Amendment- Tabled.

Purchase of 20 ft. trailer for DPW- Tabled.

Contract for Snow and Ice Control for Prairie Village Water Trust parcels- The annual contract for snow plowing the PVWT parcels was updated with the current costs to the Village.

Motion by D. Stellflug, seconded by F. Rewasiewicz, to approve the contract as presented for snow plowing the Prairie Village Water Trust parcels. Motion carried unanimously.

PERSONNEL & POLICY COMMITTEE- Trustee C. Wood stated the Committee met prior to this meeting. The Committee reviewed the final single revision to the Employee Performance Evaluation Form and approved the form.

COVID process map for Employees in close contact with known positive COVID individuals- Trustee C. Wood described the changes the Committee made to the City of Janesville, WI Employee in Close Contact with COVID Individual Process Map to modify the flowchart to adapt to the Village of North Prairie to follow CDC Guidelines.

Motion by C. Wood, seconded by J. H. Taylor, to fast-track and adopt the Village of North Prairie Process Map for Employee In Close Contact with Individual with Known COVID-19. Motion carried unanimously.

iPad and Internet Usage Policy revised- Trustee C. Wood explained the several additions to the draft policy. In Section B, #4, the Village is not responsible for internet costs, #5, Upon completion of term, the iPad and all parts supplied by the Village must be returned. Section C, #6, Authority for open records requests shall follow normal procedure as dictated by Wis. Stats. 19.21. Lastly, Section G, #1, ...If damage, destruction or theft occur **due to negligence**, the user will be responsible for replacement or repairs.

Motion by C. Wood, seconded by J. H. Taylor, to approve the changes as described and presented to the Policy & Personnel Committee 2020-01- iPad and Internet Usage Policy as created by the Committee. Motion carried unanimously.

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 J. H. Taylor, to approve end of the month checks 15809-15813 to CenturyLink, US Cellular, WE Energies, Spectrum Internet and Sun Life paid at the end of

November for \$2,811.41, December payroll checks from 15814-15842 for a total of \$22,874.75, Accounts Payables for November and December regular invoices checks 15843-15892 for a total of \$67,341.86, as recommended by the Committee. Motion carried unanimously.

Resolution for updates to 2020 Fee Schedule- Trustee F. Rewasiewicz explained the updates to the 2020 Fee Schedule to include the Golf Cart Sticker, Chicken Keeping Permit and the increase to sale of Bulk Water, as budgeted.

Motion by F. Rewasiewicz, seconded by J. H. Taylor, to approve and adopt Resolution No. 2020-02R to update certain Village Fees as approved and budgeted. Motion carried unanimously.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to adjourn at 9:00 p.m. Motion carried.

Respectfully submitted,
Rhoda Bagley,
Village Clerk/Treasurer