

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING MINUTES
MAY 13, 2021**

The meeting was called to order by Village 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:

Village President G Nickerson

Trustees: F. Rewasiewicz, J. H. Taylor, A. Pellegrino and K. Singh.

Clerk: R. Bagley

Absent: Trustee D. Hall

Others Present: Police Chief S. Tamez, Chief Deputy S. Kugel, Dave Stellpflug and Eric Schwartz.

The Pledge of Allegiance was recited.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the April 8, 2021 Village Board meeting minutes and the April 27, 2021 Special Village Board meeting minutes, as submitted. Motion carried unanimously.

Motion by G. Nickerson, seconded by A. Pellegrino, 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. Motion carried.

VILLAGE PRESIDENT REPORT: President G. Nickerson mentioned that last week was Municipal Clerks Week in the State and recognized Clerk R. Bagley for her daily efforts in managing the Village functions. The acknowledgement was very much appreciated!

2020 Financial Statements as presented by Village Accountant H. Jeanson- Accountant H. Jeanson stated that he has contracted with another CPA to complete a second review of the 2020 Financial Statements which is expected to be finalized shortly. Mr. Jeanson provided a compelling report for the summary of the activities in 2020 and reviewed the Budgetary Comparison Statement. The Village added \$46,646.00 to the Fund balance as of December 31st. The Joint Municipal Court, Police Dept. and Fire Dept. were under budget in 2020. Interest income on Village accounts was significantly reduced due to low rates. Inventory for all departments should be reported as of Dec. 31st of each year, but he did not receive the Fire Dept. inventory, which makes up the majority of the unused supplies, until late March.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the 2020 Financial Statements as presented by Village Accountant H. Jeanson. Motion carried.

Appointment to fill vacant Village Trustee position- Village President G. Nickerson read the resignation letter from Trustee Chuck Wood into the record, which was effective May 1, 2021. Three residents were interested in fulfilling the remainder of his term. The three residents were Brian Peters, Eric Schwartz and David Stellpflug and each provided a resume and/or letter of interest by April 27th. Eric Schwartz and David Stellpflug attended the Board meeting.

G. Nickerson opened the meeting to Trustee questions.

A. Pellegrino asked E. Schwartz about his knowledge of Village roads. He replied that he is very mechanical and is completing most of the work on his new home. He works in the Air Force and writes regulations and policies, and likes to bring common sense to many issues. He is not familiar with road maintenance but is willing to learn.

A. Pellegrino asked D. Stellpflug (former trustee for 14 years), if interested now, why he did not run for re-election in the April election. D. Stellpflug replied that it was a long, difficult year between work and trustee duties and needed a break. Things have somewhat settled down.

J. H. Taylor asked E. Schwartz how he can apply his resume and experience to Village committees. E. Schwartz stated he is constantly learning in the Air Force, taking any classes offered, and has been able to figure out most things and move on. He is willing to learn about the Village committees.

G. Nickerson stated that Board and Committee meetings are very important and asked E. Schwartz, with your busy schedule, are you able to attend meetings? Yes, E. Schwartz mentioned that he recently applied for a new position. Last year he was often activated for various duties.

After no further questions, President G. Nickerson explained how the appointment of a person to fulfill the one-year term will go.

Motion by J. H. Taylor, seconded by K Singh, to appoint D. Stellpflug to fill the vacancy on the Village Board for the one-year term expiring on June 20, 2022, due to his expertise with 14 years of experience. Motion carried. Opposed: Trustee A. Pellegrino

Village President G. Nickerson mentioned that all three candidates were highly qualified and Board members encouraged E. Schwartz to run for a trustee position for the next term in April, 2022.

Dave Stellpflug was sworn in by the Village Clerk to fulfill the one-year term as Village Trustee, and took his seat at the Board table.

Committee Appointments for the 2021-2022 term- Village President G. Nickerson tabled the Committee appointments until next month's Board meeting. Finance, Fee & Insurance Committee will stay intact at this time.

Intermunicipal Agreement Concerning the proposed Kettle Moraine Fire District, Fire Board and Fire Commission regarding Fire Stations- Village President G. Nickerson drew the attention of the Trustees to Article 9 of the conceptual Agreement relating to the existing Fire Stations. The Town and Village of Eagle will retain ownership of their existing fire station located at 126 E Main St. in Eagle and the Village of North Prairie will retain ownership of their existing fire station located at 108 N Oakridge Dr, in North Prairie. The Agreement further assigns responsibility for annual, emergency service or maintenance of each fire station. Final approval of the proposed Intermunicipal Agreement will be on the agenda next month.

Motion by F. Rewasiewicz, seconded by J. H. Taylor, to accept the conceptual approval of the completed Intermunicipal Agreement Concerning the Kettle Moraine Fire District, Fire Board, and Fire Commission for Same which includes the final addition of the Fire Stations clarifications in Article 9.

Trustee A. Pellegrino asked about the wages paid to the Secretary of the Fire Board. S. Kugel stated the Secretary is not an officer or voting member of the Board. Also, A. Pellegrino asked why no member of the Fire Board and Fire Commission can be an active firefighter or EMT member on **any** department. That would preclude any resident who works at another department, such as Waukesha Fire Dept. or Mukwonago Fire Department from being a member. Deputy Chief S. Kugel stated the intent was referring to Eagle Fire Dept. or North Prairie Fire Dept. The verbiage should be changed from **any department** to "**KMFD**".

The Joint Fire Study Group is hoping to have the final Agreement approved at the next Village Board meeting.

Motion carried.

Sharing of costs for legal counsel review of Intermunicipal Agreement by Village of North Prairie and Town of Eagle- Village President G. Nickerson stated that we share the same legal counsel with the Town of Eagle, so if the Board wishes to send to the Agreement out for legal review, we can share the cost with the Town of Eagle.

Motion by J. H. Taylor, seconded by K. Singh, to approve the sharing of legal costs not-to-exceed \$1,750.00 and to include the amendments to verbiage from “any department” to “KMFD” in both the Fire Board and Fire Commission sections with the request for legal review. Motion carried.

Trustee K. Singh was excused from the meeting at 8:00 p.m.

Legal counsel review of Intermunicipal Agreement-

Motion by J. H. Taylor, seconded by D. Stellpflug, to hereby waive any conflict of interest as the Town of Eagle and Village of North Prairie share the same legal counsel and then have legal counsel review the proposed Intermunicipal Agreement. Motion carried.

Village of NP initial funding contribution of the Kettle Moraine Fire District- Village President G. Nickerson explained the start-up costs to create the KMFD will be approximately \$100,000.00 (uniforms, insurance, equipment, logos, advertising, etc.) and costs are divided by the percentages allocated for funding of the District by each municipality. North Prairie is at 37%, so the portion would be \$37,000.00.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to contribute to the start-up costs of the KMFD at a cost not-to-exceed \$37,000.00.

Trustee A. Pellegrino asked what was included in the costs and wondering if this is an arbitrary number. Was this discussed with the previous Board? President Nickerson stated this was a very detailed and calculated number based on the current costs and the percentage share of the proposed District. Trustee Pellegrino does not have enough information due to the Board not having an actual tally of costs.

Motion carried.

Timetable to begin January 1, 2022 as the Kettle Moraine Fire District- Village G. Nickerson briefly explained the items which need to be accomplished in order to operate the KMFD by January 1, 2022.

Motion by J. H. Taylor, seconded by A. Pellegrino, to accept he timetable, as presented, to operate the Kettle Moraine Fire District beginning January 1, 2022. Trustee J. H. Taylor asked why the start date for Kettle Moraine Fire District was not listed in the Intermunicipal Agreement? President Nickerson replied that the Agreement will have a legal counsel review and then all three municipalities have to agree to the start date. **Motion carried.**

2021 Budget Amendment to cover the start-up costs for the Kettle Moraine Fire District-

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to designate the amount not-to-exceed \$38,750.00 from the General Fund to cover the start-up costs for the Kettle Moraine Fire District and all legal fees to review the Intermunicipal Agreement. Motion carried unanimously.

From Plan Commission- Conceptual design for 23 duplex/condominiums, roadway and landscaping plans for the vacant parcel in the Broadlands Subdivision, NPV 1563 994, consisting of 16.17 acres.

President G. Nickerson mentioned that the Plan Commission reviewed the application for the Conditional Use Amendment and the Planned Development District for the Villas at The Broadlands. The Village Planner is drafting the Public Hearing notice for the Plan Commission at their meeting scheduled on June 8, 2021.

Fire Department renewal agreements for the IamResponding Subscription and Vector Solutions for FD training- Since the Committees are not established at this time, these agreements are coming straight to the Board. Both are budgeted in 2021 and currently being utilized by the Fire Dept.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to renew the lamResponding Agreement for \$810.00 for one year, and also the Vector Solutions Agreement for FD annual training for a total cost of \$3,143.04, and remit payments for both. Motion carried unanimously. Deputy Chief S. Kugel stated that the Eagle Fire Dept. uses the same agreements and just recently renewed them. Provided the merger takes place, each agreement will be merged into a KMFD agreement in the budget for 2022.

Remove and replace/update existing exterior sidewalk lighting to LED at Village Hall- One of the Bollard outdoor lights located along the Village Hall sidewalk was damaged in an unfortunate incident with a lawnmower, and cannot be replaced with an identical light. Electrical Connections has provided a quote to replace the four lighting units with LED Bollard lights for \$2,700.00, plus freight.
Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the proposal from Electrical Connections for the cost and installation of 4 Bollard LED lights at a cost not-to-exceed \$3,250.00, which includes freight. Motion carried unanimously.

VILLAGE CLERK REPORT: The Village Clerk mentioned that each Trustee has received the financial statements year-to-date, as well as the final statements for 2020.

Approval of the 2020 NR216 MS4 Permit- The Village Engineers have completed the annual report and submitted the report prior to March 31, 2021.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the 2020 NR216 MS4 Permit report as completed by the Village Engineers for the Village. Motion carried unanimously.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE AND REPORTS: The Committee has not met.

Dept. Mergers/Consolidations/Options: Village President G. Nickerson mentioned that the Joint Fire Study Group met on April 12th and May 10th, 2021. See above items for the current status.

Agreement for the Operation of the Joint Municipal Court for the Town of Eagle, Village of Eagle, Town of Mukwonago, the Village of North Prairie and the Village of Vernon pursuant to Wis. Stat. 66.0301 and 755.01(4)- Trustee J. H. Taylor presented the Agreement for the Operation of the Joint Municipal Court after review by legal counsel, and clarified when a withdrawing municipality may withdraw from the Court. The municipality in which the judge resides cannot leave until the end of the judge's term. The Committee has reviewed the Agreement and has approved this final version after incorporating the recommendations from the legal review.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the Agreement for the Operation of the Joint Municipal Court for the Town of Eagle, the Village of Eagle, the Town of Mukwonago, the Village of North Prairie, and the Village of Vernon pursuant to WIS. Stat. 66.0301 and 755.01(4), as presented. Motion carried unanimously.

PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE AND REPORTS:

Straighten Village Hall Flag Pole-

Motion by J. H. Taylor, seconded by D. Stellpflug, to pay Kaestner Auto Electric to straighten the flag pole at a cost not-to-exceed \$600.00. Motion carried unanimously.

Improvement of Fire Dept./ DPW building- Item was tabled.

Ceiling Tile Project for the Fire Dept./DPW Building- Item was tabled.

**Contract for 2021 Lawn Mowing Prairie Village Water Trust parcel-
Motion by J. H. Taylor, seconded by D. Stellpflug, to approve the annual 2021 Lawn Mowing Contract for the Prairie Village Water Trust parcel at \$45.00, per cut. Motion carried.**

PERSONNEL & POLICY COMMITTEE- Trustee J. H. Taylor mentioned that future items are to continue with creating policies for Invasive Species and Fit for Duty.

**Friends of North Prairie Native Gardens Policy and MOU-
Motion by F. Rewasiewicz, seconded by J. H. Taylor, to accept the Friends of North Prairie Gardens Policy and MOU, as presented. Motion carried.**

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 A. Pellegrino, to approve the end of the month checks 16296-16308 to CenturyLink, TIAA Commercial, WE Energies, Time Warner Internet, U.S. Cellular and Sun Life paid at the end of April for 6,784.23, May payroll checks from 16309-16340 for a total of \$25,205.37, Accounts Payables for April and May regular invoices checks 16341-16398 for a total of \$72,339.85, as recommended by the Committee. Motion carried.

Monthly reports for the Building Inspector, Fire Department, Police Department and Department of Public Works were filed for the record.

Motion by A. Pellegrino, seconded by F. Rewasiewicz, to adjourn at 9:02 p.m. Motion carried.

Respectfully submitted,
Rhoda Bagley,
Village Clerk/Treasurer