

**VILLAGE OF NORTH PRAIRIE  
PUBLIC HEARING AND VILLAGE BOARD MEETING MINUTES  
AUGUST 12, 2021**

The meeting was called to order by President G. Nickerson at 7:01 p.m. in the Village Board Room. Roll call was taken with the following members present:

President G. Nickerson

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

Clerk: R. Bagley

Others Present: Police Chief S. Tamez, and Debra Carrasco-Zanini.

The Pledge of Allegiance was recited.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the July 8, 2021 Village Board minutes and the July 29, 2021 Special Village Board meeting minutes as submitted. Motion carried unanimously.**

**Motion by G. Nickerson, seconded by D. Hall, to open the meeting to Public Comments. Motion carried.** No comments.

**Motion by G. Nickerson, seconded by D. Hall, to close the public comment section. Motion carried.**

**Public Hearing to consider amending various sections in the Zoning Ordinance by establishing standards for Storage Containers in the Village-**

**Motion by G. Nickerson, seconded by D. Stellpflug, to open the Public Hearing to Public Comment. Motion carried.** No comments.

**Motion by G. Nickerson, seconded by F. Rewasiewicz, to close the Public Hearing to Public Comments. Motion carried**

Village Board comments on proposed Ordinance to amend various sections in the Zoning Ordinance to establish standards for Storage Containers.

Trustee J. H. Taylor asked who suggested this idea. President G. Nickerson stated that a number of municipalities are looking into this as storage containers are becoming popular so the Village Planner drafted an ordinance. The Village already had two businesses request them on the properties and we have no regulations. The containers are temporary and must be related to the principal use. J. H. Taylor stated that some existing containers are not related to principal use.

The Plan Commission recommended that containers cannot take up more than 2% of lot size, with a maximum of 2 containers. J. H. Taylor would like the ordinance to state containers cannot take up more than 2% of available green space. Trustee Hall believes that the entire property should be considered when considering percentages of free space on a property.

PODS are temporary and portable with no permit necessary in the residential areas.

**Motion by G. Nickerson, seconded by D. Hall to close the Public Hearing at 7:25 p.m. Motion carried unanimously.**

Trustee D. Hall asked if a storage container could be placed in our parks. The Ordinance only applies to B-1, B-2 and I-1 Industrial zoning districts, not all zoning districts.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve Ordinance No. 05-2021 to amend the Zoning Ordinance by establishing standards for Storage Containers for the Village of North Prairie with the change that the storage containers shall not exceed 2% of available green space in the B-1, B-2 and I-1 Industrial Zoning Districts. Motion carried. Opposed: D. Hall and A. Pellegrino.**

**VILLAGE PRESIDENT REPORT:** President G. Nickerson mentioned that the recent Municipality Magazine has some interesting articles for the Village. The Village Planner is recommending that the Village utilize the codification services from General Code to create a user friendly electronic code more commonly known as eCode360. More information will be available next month.

**Joint Powers Agreement Waukesha County 9-1-1 Emergency System-** President G. Nickerson explained that this is an annual agreement with Waukesha County for the purpose of providing emergency services to residents and visitors.

**Motion by G. Nickerson, seconded by D. Hall, to approve the Waukesha County 9-1-1 Joint Powers Agreement effective January 1, 2021 through December 31, 2021. Motion carried unanimously.**

**Property Tax Assessment and Billing Contract with Waukesha County for a two-year term-** Clerk R. Bagley explained that Waukesha County provides tax assessment information updates and tax billing information for the Village. They generate the tax bills and contract with a party to mail the tax bills out for the Village. They charge by the parcel with rates of \$1.72/parcel in 2022 and \$1.77/parcel in 2023. The Village has 902 parcels.

**Motion by D. Hall, seconded by F. Rewasiewicz, to approve the 2022-2023 Property Tax Assessment and Billing Contract for the Waukesha County Department of Administration to provide Data Processing Services and Property Tax Assessment and Billing Services for \$1.72/parcel in 2022 and \$1.77/parcel in 2023. Motion carried unanimously.**

**Establish budget workshop and budget public hearing dates-** Village President G. Nickerson is recommending the following:

Sept. 2, 6:00 pm – 8:00 pm

Sept. 16, 6:00 pm- 8:00 pm

Sept 30, 6:00 pm – 8:00 pm

Oct. 7 and Oct. 13<sup>th</sup> only if necessary.

2022 Budget Public Hearing is November 11, 2021 at 7:00 p.m.

**Motion by F. Rewasiewicz, seconded by J. H. Taylor, to hold the budget workshops on Sept. 2<sup>nd</sup>, Sept. 16<sup>th</sup>, Sept. 30<sup>th</sup>, and October 7<sup>th</sup> and October 13<sup>th</sup>, only if necessary, from 6:00 pm to 8:00 pm, with the 2022 Budget Public Hearing to be held on November 11, 2021 at 7:00 p.m. Department proposed budgets need to be submitted by August 27, 2021.**

The preliminary budgets from each dept. should be available by **August 27**. It was suggested to eliminate Sept. 2<sup>nd</sup> due to not having a chance to review the budget prior to the first meeting. A. Pellegrino asked if the budget process has improved over the past years where each dept. is given a budget number to allocate to various line items. The Finance, Fee and Insurance Committee would be the appropriate Committee to facilitate this process. Trustee F. Rewasiewicz recommended a 2% increase for the Fire Dept. and they tried to comply. The KMF D will have a preliminary budget on time.

**Motion carried. Opposed: A. Pellegrino.**

**Trick-or-Treat date and time-** Halloween falls on Sunday, October 31<sup>st</sup>.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to hold Trick-or-Treat on Sunday, October 31<sup>st</sup> from 4-7:00 p.m. Motion carried unanimously.**

**VILLAGE CLERK REPORT:** Clerk R. Bagley mentioned that she will be out of the office Tuesday afternoon, August 24<sup>th</sup> through Friday morning, August 27<sup>th</sup> for the annual Clerk's Conference. She will be meeting with the Village Planner at 3:00 p.m. on Friday, August 27<sup>th</sup> to discuss a possible development.

**Operator's License-** Request for Lillian K. Hammond at Broadlands Golf Club through June 30, 2022 upon successfully meeting all of the requirements for licensing.

**Motion by J. H. Taylor, seconded by D. Hall, to approve the Operator's License for Lillian Hammond at Broadlands Golf Club through June 30, 2022. Motion carried unanimously.**

**Request from North Prairie Lion's Club for a Temporary Class B Beer Picnic License to sell beer at North Prairie Harvest Fest on Sept. 17, 18 and 19, 2021 in Veteran's Park-**

**Motion J. H. Taylor, seconded by D. Hall, to approve the Temporary Class B Beer Picnic application from the North Prairie's Lion's Club to sell beer during Harvest Fest on Sept. 17, 18 and 19, 2021, upon submitting a Liquor Liability Insurance Policy prior to the event. Motion carried unanimously.**

**Resolution No. 2021-01R establishing an American Rescue Plan Act (ARPA) Fund-** The Village received the first half of the ARPA funds on June 25, 2021 and it is recommended that the ARPA funds be held in a separate and distinct revenue fund from the General Fund to insure accurate accounting, monitoring and reporting of ARPA funds. **Resolution No. 2021-01R** was drafted after a new account was opened and Fund 22 was established.

**Motion by J. H. Taylor, seconded by D. Hall, to adopt Resolution No. 2021-01R establishing an American Rescue Plan Act (ARPA) Fund and separate account. Motion carried unanimously.**

**PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE AND REPORTS:** Committee has not met since the last meeting.

**Kettle Moraine Fire District Fire Board:** President G. Nickerson stated that the Kettle Moraine Fire Board met August 5<sup>th</sup> and Rich Spurrell (V of Eagle) was appointed President of the Fire Board and Don Malek (T of Eagle) was appointed as Vice-President of the Fire Board. They are continuing to move forward to get the Kettle Moraine Fire District fully operational by January 1, 2022. They will be reviewing applications for KMFD Chief and KMFD Secretary at next meetings.

**PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE AND REPORTS:** Trustee K. Singh stated the Committee met on July 21 and reviewed all of the bids received for the Fire Department upgrades.

**Waukesha County Salt and Salt/Sand Agreement for the 2021-2022 Snow Season-** Trustee K. Singh mentioned the Village just received the Agreement and the Committee has not reviewed it. The Agreement is the annual commitment for tons of salt and salt/sand for the upcoming snow season. The cost of salt increased \$2.24/ton and salt/sand mix increased \$14.72/ton from last season.

**Motion by D. Stelpflug, seconded by J. H. Taylor, to approve the Agreement from Waukesha County Public Works to furnish salt to the Village for \$85.05/ton and salt/sand mix for \$65.05/ton for the 2021-2022 Snow Season. Motion carried unanimously.**

**Repairs to the Fire Dept./DPW Building located at 108 N Oakridge Drive, North Prairie-** A Class 2 notice was published and posted requesting bids for a number of various and unrelated necessary repairs to the current building, subject to being in the best interest of the Village. All of the necessary repairs were listed in the notice, and the Village received bids for specific items which matched the vendor's skillset, experience and expertise. A Certificate of Insurance will be required from each company.

**Fabrication of DPW door jambs and installation of a new overhead garage door-** The Village received three bids for the door jambs and installation of a new overhead garage door. The Committee is recommending the bid from Controlled Environment Buildings (CEB) Corporation to install a 14'x14' sectional OH door on the east side of the DPW portion. A structural Engineer's stamped report is required to be on file.

**Motion by D. Hall, seconded by J. H. Taylor, to accept the bid from Controlled Environment Buildings (CEB) Corporation to furnish door jambs and completely install a new 14'x14' overhead door to match existing overhead doors according to specifications on the building for \$15,300.00, subject to a signed report by a Certified Structural Building Engineer/stamped stating the building is structurally sound. Motion carried unanimously.**

**Repairs for removal and installation of ceiling tiles/grid and insulation for Fire Dept./DPW building-**

The Village received one bid from Precision Ceiling Systems, Inc. to demo existing grid, tile and insulation and install new grid and the tiles supplied by Village. They will also supply and install R-19 insulation above ceiling for a total of \$36,500. Village will provide the dumpster for approx. \$1,500.00.

**Motion by F. Rewasiewicz, seconded by D. Hall, to accept the quote from Precision Ceiling Systems, Inc. for \$36,500 to demo existing grid, tile and insulation and install new grid, and install tiles supplied by Village. They will also supply and install R-19 insulation above the ceiling. Village will provide the dumpster for an approximate cost of \$1,500.00. Motion carried unanimously.**

**Repairs for the electrical removal and replacement of lighting and outlets in the Fire Dept./DPW building located at 108 N Oakridge Drive-**

The Village received two bids from Electrical Connections, Inc. and Trawicki Electric and the Committee recommends Electrical Connections, Inc. for a total of \$16,450.00.

**Motion by F. Rewasiewicz, seconded by J. H. Taylor, to accept the bid from Electrical Connections, Inc. for a total of \$16,450.00 to remove and replace lighting in the upper and lower areas of the Fire Dept. and install LED panels in the apparatus bay area and move various outlets. Motion carried unanimously.**

**Installation of overhead water line in the Fire Dept./DPW building located at 108 N Oakridge Drive-**

The Village received two bids from Horner Plumbing and Vincent Plumbing to install a one-inch water line from an existing 2-inch line approximately 77 feet in length.

**Motion by D. Hall, seconded by J. H. Taylor, to approve the base quote from Horner Plumbing for \$4,200.00, plus \$600.00 for them to provide a lift and deduct \$300 to utilize PEX in lieu of Copper, for a total of \$4,500.00. Motion carried unanimously.**

**Installation of Snow Stops on the roof of the Fire Dept./DPW building located at 108 N Oakridge Drive-**

The Village received only one bid from Roofed Right America, LLC for \$28,885.00 to install snow stops on the new roof at the Fire Dept./DPW building. Roofed Right America, LLC installed the new roof on the building in the fall of 2020, and they are proposing to install a deck mounted SnoGem 2 pipe snow rail above the gutter line of the roof to reduce the patches of snow/ice sliding off of the roof.

**Motion by D. Hall, seconded by J. H. Taylor, to accept the Roofed Right America, LLC bid for \$28,885.00 to install snow stops on the roof of the Fire Dept./DPW building located at 108 N Oakridge Drive with the work to be completed by October 30, 2021, subject to the Village President verifying that the installation of the snow stops do not void the existing warranty on the roof and notify the Board members, as original motion was amended.**

Discussion: Trustee A. Pellegrino asked about the warranty or extended warranty if the snow stops fail and pull out. She stated that the snow stops will not stop the momentum of the snow, but will reduce it. F. Rewasiewicz asked if the roof warranty will cover the snow stops also as the same company is doing the work. No one is certain. The roof has a 20 year warranty. **Motion carried unanimously.**

**PERSONNEL & POLICY COMMITTEE-** Trustee A. Pellegrino stated that the Committee met on August 5<sup>th</sup> and have been reviewing and updating the Memorandum of Understanding (MOU) for the Friends of North Prairie Native Gardens MOU and eliminate the policy portion. D. Hall gave a brief summary of the material contained in the revised MOU. The "Friends" will utilize the Public Works Committee to ask for assistance or provide any updates. A one-time donation of \$300 will be given to the Village in the event the "Friends" discontinue the maintenance of the butterfly gardens and the Village needs to restore the park areas to the original condition. The Committee is superseding and replacing the previous policy and MOU adopted on May 13, 2021.

Trustee K. Singh asked about the \$300 donation.

**Motion by G. Nickerson, seconded by D. Hall, to allow Debbie Carrasco-Zanini to speak about this subject. Motion carried.** D. Carrasco-Zanini stated that the Friends group is not a 501(c)(3) nonprofit organization at this time. K. Singh believes that this donation is a \$300 charge for the group. The charge doesn't make any sense. A. Pellegrino stated that Committee discussed this amount only being a donation.

The Board members decided to remove a portion of the paragraph in Section D. Termination and Restoration, #4 and reads as follows:

A one-time donation in the amount on Three Hundred Dollars (\$300.00) (the "Donation") will be made to the Village by Debra Carrasco-Zanini, a Friends of North Prairie volunteer by December 31, 2021. The Donation shall be used to restore the Property to its original condition in the event this Agreement is terminated. The Village agrees it will not require any further payment or donation in connection with the restoration of the Property. The Village agrees it shall provide a receipt to Debra Carrasco-Zanini upon the Village's receipt of the Donation.

**Motion by D. Hall, seconded by A. Pellegrino, to approve the MEMORANDUM OF UNDERSTANDING for the Friends of North prairie Native Gardens as modified in Section D- Termination and Restoration #4 as written above and replaces the Policy and MOU adopted on May 13, 2021, and any future communication from the "Friends" will be referred to the Public Works, Building and Grounds, Civic Pride Committee.**

President G. Nickerson mentioned that the Fire Dept. just created an email regarding the watering of the gardens and the memo will be forwarded to the Public Works, Building and Grounds, Civic Pride Committee. **Motion carried unanimously.**

D. Carrasco-Zanini expressed her thanks for the interactive Committee assistance in allowing the Friends to create the Native Gardens MOU, along with establishing the gardens on the park property.

**FINANCE, FEE AND INSURANCE COMMITTEE:** F. Rewasiewicz mentioned the Committee met earlier.

**Loan to cover 2021 projects-**All of the unbudgeted Fire Dept/DPW building expenses which were approved this evening, along with the 2021 Road Program of \$127,954.73, were added together to determine the loan amount necessary to cover the expenses which comes to \$232,000.00.

**Motion by F. Rewasiewicz, seconded by J. H. Taylor, to approve a 3 (three) year loan from Citizens Bank in the amount not to exceed \$232,000.00 at 2.5% interest with annual payments for all three years (2022, 2023, 2024) to cover the expenses expected to be incurred in 2021 due to the Road Program charges of \$127,954.73 and the approved Fire Dept./DPW building expenses of \$104,045.27. Motion carried unanimously.**

#### **Monthly Bills and Payroll-**

**Motion by F. Rewasiewicz, seconded by J. H. Taylor, to approve EOM checks 16580-16594 for invoices received after early Board meeting, and Spectrum Internet, Sun Life and set up of new ARPA bank account, paid at the end of July for \$123,035.10, August payroll checks 16595-16629 for a total of \$23,887.26, A/P checks 16630-16676 for a total of \$180,903.69 which includes the Road Program payment, as recommended by the Committee. Motion carried unanimously.**

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

**Motion by D. Hall, seconded by J. H. Taylor, to adjourn at 9:16 p.m. Motion carried unanimously.**

Respectfully submitted,  
Rhoda Bagley,  
Village Clerk/Treasurer