

**VILLAGE OF NORTH PRAIRIE  
VILLAGE BOARD MEETING MINUTES  
SEPTEMBER 9, 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 and K. Singh.

Clerk: R. Bagley

Others Present: Police Chief S. Tamez, FD A. Rydzik, Z. Hansen, Realtor/Broker and Debra Carrasco-Zanini.

Absent: Trustee D. Hall

The Pledge of Allegiance was recited.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the August 12, 2021 Public Hearing and Village Board minutes, as submitted. Motion carried unanimously.**

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

**Motion by G. Nickerson, seconded by D. Stellpflug, to close the Public Comment section. Motion carried.**

**VILLAGE PRESIDENT REPORT:** President G. Nickerson mentioned that the Kettle Moraine Fire District does not have a Fire Chief yet. A Fire Commission meeting needs to be called prior to appointing the Fire Chief. The Kettle Moraine Fire Board will be interviewing candidates for the position of the Administrative Assistant at a Fire Board meeting on Monday, Sept. 13<sup>th</sup>.

**From Plan Commission: Town of Genesee Extra-territorial Certified Survey Map for Crown Development & Advisors, LLC, Brookfield, WI, dated August 31, 2021, to create a 3-lot CSM from a 5.38 acre lot in the Commercial District at the end of Executive Drive-** President G. Nickerson stated that the Town of Genesee has approved this CSM, and the Plan Commission reviewed this CSM on Tuesday and had no issues. The Plan Commission is recommending approval by the Village Board.

**Motion by J. H. Taylor, seconded by D. Stellpflug, to approve the Town of Genesee Extra-territorial Certified Survey Map for Crown Development & Advisors, LLC, Brookfield, WI, to create a 3-lot CSM from a 5.38 acre lot at the end of Executive Drive.**

Trustee J. H. Taylor complemented the Professional Land Surveyor on the delineation of the three lots created. Z. Hansen asked if the CSM could be signed tonight, if approved. The answer was "Yes"!

**Motion carried unanimously.**

**Ad for Full-time Village Clerk/Treasurer-** President G. Nickerson explained that at our Budget Workshop on September 2<sup>nd</sup>, Clerk Bagley expressed her desire to retire at the end of May, 2022 and had filled in proposed 2022 budget numbers including the interim clerk. The Board members present at the meeting felt it was imperative that the Village begin the process immediately to post the ad to fill the position of an interim full-time clerk/treasurer. A sample ad was presented to the Board members. Trustee J. H. Taylor does not feel the ad is clear when it comes to defining the position to be filled. Trustee A. Pellegrino asked why this did not come to the Personnel & Policy Committee first. G. Nickerson explained that the subject just came up during the budget meeting. Personnel & Policy Committee will formulate the ad, job description and interview questions for review at the October Board meeting.

**VILLAGE CLERK REPORT:** Clerk R. Bagley mentioned that Board members received the monthly financial statements/ARPA Fund report as well as the Second 2022 budget draft for the next budget meeting on Sept. 16, 2021. Board of Review will be held on September 15, 2021.

**Operator's License-** Request for an Operator's License for Gail D. Neu for the Broadlands Golf Club through June 30, 2022 upon successfully meeting all of the requirements for licensing.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the Operator's License for Gail D. Neu at Broadlands Golf Club through June 30, 2022, upon meeting all requirements for licensing.** A. Pellegrino asked why Board members do not receive the operator request information. The request contains all personal information and may only be reviewed in the Clerk's Office, by appointment.

**Motion carried.**

**Operator's License-** Request for an Operator's License for Nicholas A Psichulis for the Sports Page Bar and Grill through June 30, 2022 upon meeting all requirements for licensing.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the Operator's License for Nicholas A Psichulis at Sports Page Bar & Grill through June 30, 2022, upon meeting all requirements for licensing.**

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

**Operator's License-** Request for an Operator's License for Brianna Slobodianuk for the Sports Page Bar & Grill through June 30, 2022 upon meeting all requirements for licensing.

**Motion by J. H. Taylor, seconded by D. Stellpflug, to approve the Operator's License for Brianna Slobodianuk at Sports Page Bar and Grill through June 30, 2022, upon meeting all requirements for licensing. Motion carried. Opposed: A. Pellegrino**

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

**Kettle Moraine Fire District Fire Board:** The Fire Board is currently working on the 2022 District budget.

**Joint Municipal Court Report:** Trustee J. H. Taylor stated that the Court Committee included funding for an annual audit during the Joint Municipal Court budget meeting held on August 26, 2021.

**Police Department:** Trustee D. Stellpflug stated the Police Dept. is considering options for a full-time officer. Trustee A. Pellegrino suggested that a crosswalk be established on CTH E in front of Prairie View School. This is a Waukesha County issue.

**PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE AND REPORTS:** Trustee K. Singh stated the Committee met on August 24 to discuss the 2022 budget.

**Purchase of new Village hydrant located at 125 N Main St-** Trustee D. Stellpflug mentioned that the existing hydrant located at 125 N Main Street is severely leaking when in use. Replacement value is approximately \$8,000. J. H. Taylor asked about refurbishing the hydrant. There is approximately a \$200.00 difference between refurbishing or replacing the hydrant. The Board members agree to fix or replace the hydrant. This will require a Class 1 notice. The Board would like to review a repair proposal with warranty compared to replacement proposal of the hydrant with warranty. Issue will come back to the Board.

**Friends of North Prairie Native Gardens Annual Report-** The group provided a detailed summary of their activities regarding the development of the Native Gardens, along with colored photos. In 2022, they are proposing to include signage and a cedar split-rail fence along some of the property.

**Motion by J. H. Taylor, seconded by A. Pellegrino, to open the meeting to D. Carrasco-Zanini. Motion carried.**

Trustee J. H. Taylor asked if Debbie has any comments at this time.

D. Carrasco-Zanini mentioned that the cedar fence is projected to be installed next spring. She will have a booth at Harvest Fest and trying to get the Community involved in this project and answer questions. Trustee A. Pellegrino is thrilled to see the involvement with the Elementary School with a coloring contest during Harvest Fest.

Trustee K. Singh would like to eliminate the \$300.00 donation for the group due to all of the labor involved to get this project moving. Item to be on next month's agenda.

**PERSONNEL & POLICY COMMITTEE-** Trustee A. Pellegrino stated that the Committee has not met. The Committee will begin the process to work on the ad to hire a new clerk/treasurer, as well as the interview questions and the job description.

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

**Codifying Village Ordinances creating an electronic version using ARPA funding-** Trustee F. Rewasiewicz mentioned the Village received two proposals to codify the Village ordinances into an easily searchable electronic program. General Code provides an all-inclusive and comprehensive product called "eCode360". ARPA funding can be utilized as DHS has determined that governments need to continue their essential operations by addressing digital needs for remote accessibility.

G. Nickerson would like to add the Gender-Neutral language in the Code.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to accept the proposal from General Code at a cost not-to-exceed \$10,730.00, using the ARPA funding received to cover the cost. An additional maintenance fee begins one year from the initial posting of eCode360 to cover annual licensing, web hosting and posting new legislation.**

Discussion: Trustee A. Pellegrino asked who this became a need for the Village. This has been discussed for a while now. F. Rewasiewicz stated the Village Code is online in a pdf format. The eCode360 is easily searchable. A. Pellegrino asked if this was a budgeted item. This project would be funded by the ARPA funding received by the Village. A. Pellegrino asked if there is a method or vetting process to determine the best use of the ARPA funding. She does not see the need for this electronic code, and would rather be looking at public safety and protective services and that other needs are being met. This item will be placed on the next Board agenda.

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to open the meeting to Z. Hansen. Motion carried.** Zack Hansen stated that he reviews about 4 or 5 Municipal Codes and Zoning Ordinances each day. ECode360 would pay for itself in one year and 100% worth the cost. Easier for new residents/potential residents to look for items they are interested in.

**Motion carried unanimously.**

**Monthly Bills and Payroll-**

**Motion by F. Rewasiewicz, seconded by J. H. Taylor, to approve EOM checks 16677-16681 for invoices received after August meeting, Citizens Bank Loan, TIAA Commercial, Sun Life, WE Energies and Time Warner Internet, Sept. payroll checks 16682-16706 for a total of \$23,839.59, A/P checks 16707-16748 for a total of \$43,207.50, 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 A. Pellegrino, seconded by J. H. Taylor, to adjourn at 8:20 p.m. Motion carried unanimously.**