

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING MINUTES
OCTOBER 14, 2021**

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

President G. Nickerson

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

Clerk: R. Bagley

Others Present: Police Chief S. Tamez, Lawrence & Joy Meyers and Debra Carrasco-Zanini.

Absent: Trustees D. Hall and K. Singh.

The Pledge of Allegiance was recited.

Motion by D. Stellpflug, seconded by A. Pellegrino, to approve the September 9, 2021 Board minutes, as submitted. Motion carried unanimously.

Motion by G. Nickerson, seconded by F. Rewasiewicz, 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 suggested if anyone had comments and additions to the Village Clerk's Job Description, they should send them to the Chair of the Personnel & Policy Committee Trustee A. Pellegrino. The Committee will be meeting prior to November 1st.

G. Nickerson also mentioned that a number of great articles in The Municipality magazine apply to our Village.

From Plan Commission: Town of Genesee Extra-territorial Certified Survey Map for Lawrence & Joy Meyers, W304 S4732 Old Mill Road, Waukesha, to modify existing lot lines and create a 3-lot CSM from 6.28 acres.

President G. Nickerson stated the Plan Commission had no objections to the proposed adjustment of the lot lines and is recommending approval. The owners modified the lot lines to include the entire septic system on Lot 2.

Trustee J. H. Taylor stated this CSM is creating undue and unnecessary small lots and asked why the owners did not make each lot one acre or greater? What circumstances are preventing making the lots bigger?

Motion by G. Nickerson, seconded by J. H. Taylor, to open the discussion to the owners of the three lots. Motion carried.

The owners stated that making the lots larger would infringe on the mound system on Lot 1. Lot 2 was made larger. All three lots were appropriately rezoned to R-2 in order to accommodate the smaller lot sizes. Trustee Taylor believes that all lots could meet the one-acre minimum in size to blend with the surrounding areas and currently is contrary to the purpose of the extra-territorial agreement.

Motion by D. Stellpflug, seconded by A. Pellegrino, to approve the Town of Genesee Extra-territorial Certified Survey Map for Lawrence & Joy Meyers, W304 S4732 Old Mill Road, Waukesha, dated April 10, 2021, to modify existing lot lines and create a 3-lot CSM from 6.28 acres, as recommended by Plan Commission and upon meeting all Town Planner recommendations. Motion carried. Opposed: J. H. Taylor.

From Plan Commission: Town of Genesee Extra-territorial Certified Survey Map Subdivision Plat submitted by Ryan Janssen, dated September 21, 2021, which includes 16 lots and 3 outlots in Genesee Preserve located off of CTH X in the Town of Genesee.

President G. Nickerson mentioned the Plan Commission did not have any objections to the proposed subdivision.

Trustee J. H. Taylor appreciated that LandTech Surveying created all proposed lots larger than one acre and will blend in very well to the area. The Fire Department apparatus was discussed and Lake Country vehicles require the same turning radius and cul-de-sac size as North Prairie.

Motion by J. H. Taylor, seconded by D. Stellpflug, to accept the Genesee Preserve Subdivision as presented by Ryan Janssen with Town Planner memo dated July 19, 2021, as submitted and recommended by the Plan Commission, and upon meeting all Town Planner recommendations. Motion carried unanimously.

New ARPA Funds Disbursements Committee- Village President G. Nickerson created a new Committee to review/recommend ARPA fund disbursements and to prepare guidelines to solicit all possible areas for consideration and bring recommendations to the Village Board for action. The members will be Trustees D. Stellpflug, A. Pellegrino and K. Singh. Trustee F. Rewasiewicz suggested reaching out to local businesses to make them aware of the COVID-19 related funding.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to approve the new ARPA (American Rescue Plan Act) Funds Disbursements Committee consisting of Trustees D. Stellpflug, A. Pellegrino and K. Singh. Motion carried unanimously.

Letter of Engagement from Rotroff Jeanson, SC- The Village received the annual letter from our auditing company which projected the Audit Scope and Objectives for a total of \$14,250.00.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to accept the Letter of Engagement from Rotroff Jeanson, SC, dated October 8, 2021, to provide auditing services for the year 2021 for a cost of \$14,250.00. Motion carried unanimously.

2022 Proposed Budget recommendation to set to Public Hearing on November 11, 2021- Currently the Village has a balanced budget, but we are still missing insurance costs.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to move the proposed 2022 Village Budget to a Public Hearing on Thursday, November 11, 2021, beginning at 7:00 p.m. Motion carried unanimously.

VILLAGE CLERK REPORT: Clerk R. Bagley mentioned that Board members received the monthly financial statements/ARPA Fund report. The new Waukesha County 2020 census populations posting was distributed.

Resolution No. 2021-02R to divide the Village into Wards following the 2020 Census pursuant to WI Stats. Section 5.15(4)- Village Clerk R. Bagley met with officials from the Waukesha GIS department to divide the Village into three wards. Ward 4 which was created due to an annexation along Dable Road has now been included into Ward 1, so the Village is back to 3 wards for the next 10 years. Upon approval of the Resolution and new ward map, the redistricting will be finalized in the WI WISE-LR system.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to adopt Resolution No. 2021-02R to divide the Village of North Prairie into three wards following the 2020 Census pursuant to WI Statutes Section 5.14(4). Motion carried unanimously.

Recommendation to amend the Board of Review Ordinance to replace the Village Clerk as a voting member and appoint a citizen member.

Clerk R. Bagley mentioned that it is very unusual to have a municipal clerk as a voting member of the Board of Review. It is difficult to avoid any communication with residents who file an objection form regarding their assessment when the Clerk disperses the information and answers any questions. Clerk Bagley would like to amend the existing Ordinance creating the Board of Review.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to move forward with the process to amend the Charter Ordinance to replace the Village Clerk as a voting member of the Board of Review with an appointed citizen. A draft Ordinance will be presented for review at the next Board meeting. Motion carried unanimously.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE AND REPORTS: The Committee met to complete the Police Chief's annual review.

Kettle Moraine Fire District Fire Board: The Fire Board is currently reviewing applications for the Administrative Assistant to the Fire Chief. The KMFD has not been able to validate the new Fire Chief of the Department due to a member resigning from the Fire Commission. The Fire Commission will meet as soon as a new member is appointed to the Commission.

PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE AND REPORTS: The Committee met to complete the Director of Public Works annual review, as well as open the bids for a new water hydrant as well as the repairs for the existing pump in the Pump House.

Bids for new Village hydrant located at 125 N Main St- Trustee D. Stellpflug mentioned that Village placed a Class 1 notice and received two bids to replace the fire hydrant located at 125 N Main Street. Both included a one-year warranty on parts and labor.

1. BHS Underground, Inc.- \$7,200.00
2. Wanasek Corporation- \$7,700.00

Motion by D. Stellpflug, seconded by J. H. Taylor, to accept the bid from BHS Underground, Inc. to remove and install a new fire hydrant located at 125 N Main Street including a one-year warranty on parts and labor, as recommended by the Committee.

Discussion: A. Pellegrino suggested using the ARPA funds for this project. She will research, if possible.

Motion carried unanimously.

Bid for maintenance on existing pump located in the Village Pump House at 125 N Main Street, with option al gate valve replacement- The Village received one bid for the maintenance of the pump which provides the water for the hydrant, along with the cost to replace an 8" gate valve, if necessary.

1. CTW Corporation- \$6,900.00 Gate Valve, if necessary-\$2,850.00

Motion by D. Stellpflug, seconded by J. H. Taylor, to accept the bid from CTW Corporation to provide maintenance of the existing pump at a cost of \$6,900.00, and, only if necessary, remove and install an 8" gate valve at a cost of \$2,850.00, as recommended by the Committee. Motion carried unanimously.

Solicit bids to replace two furnaces in the Fire Dept./DPW building- Trustee D. Stellpflug stated that the furnaces recently had their annual inspection, and one unit heater was found to have a cracked heat exchanger and the other heater has a bad induction motor. Both heaters are over 20 years old.

Motion by D. Stellpflug, seconded by J. H. Taylor, to publish a Class 1 notice for replacement of the two heating units and to have the Committee move forward with selecting a vendor at a cost not-to-

exceed \$7,168.00 for replacing the two heating units in the Fire Dept./DPW building. Motion carried unanimously.

Reconsideration of the one-time donation from Friends of North Prairie Native Gardens- No action was taken.

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, and will meet prior to November 1st.

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

Monthly Bills and Payroll-

Motion by F. Rewasiewicz, seconded by J. H. Taylor, to approve EOM checks 16749-16758 for invoices received after September meeting, Ruekert & Mielke, TIAA Commercial, General Code, Sun Life, CenturyLink, WE Energies and Time Warner Internet, October payroll checks 16759-16802 for a total of \$37,057.23, A/P checks 16803-16853 for a total of \$83,978.04, as recommended by the Committee. Motion carried unanimously.

2022 Village Insurance updates with Representative- Paul Lessila attended the Committee meeting to fully understand what the Village will continue to insure and what the Kettle Moraine Fire District will be insuring. No action was taken.

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 7:53 p.m. Motion carried unanimously.

Rhoda Bagley,
Village Clerk/Treasurer