

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MEETING MINUTES
DECEMBER 9, 2021**

The meeting was called to order by President G. Nickerson at 7:00 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, D. Stellpflug, D. Hall, A. Pellegrino and K. Singh (left at 7:55 pm.)

Clerk: R. Bagley

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

Absent: Trustee J. H. Taylor

The Pledge of Allegiance was recited.

Motion by D. Stellpflug, seconded by F. Rewasiewicz, to approve the November 11, 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.

Police Chief S. Tamez recognized Village resident John Heintz Taylor for contacting the Police Dept. regarding a possible house fire along State Road. The Police Dept. was able to take immediate action.

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

VILLAGE PRESIDENT REPORT: President G. Nickerson mentioned that the Kettle Moraine Fire Board and Fire Commission are meeting often in order for the Kettle Moraine Fire District to begin operations on January 1, 2022.

Residence Board vacancy- Village President G. Nickerson mentioned that a current member of the Residence Board recently moved out of the Village. He is recommending resident Brian Peters to fill the vacancy as Mr. Peters has agreed to accept the appointment.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to appoint Brian Peters to fill the vacancy on the Residence Board. Motion carried unanimously.

VILLAGE CLERK REPORT: Clerk R. Bagley mentioned that Board members received the monthly financial statements/ARPA Fund report. The 2021 Tax Bills were mailed out December 8th.

Election Inspector Appointments for a two-year term- Clerk R. Bagley explained that the Village received Election Inspector recommendations from the Republican Party and the Democratic Party, as well as the election inspectors who wish to be appointed for another two-year term.

Motion by D. Hall, seconded by A. Pellegrino, to accept the appointment of the all of the Election Inspectors as presented on the list. Motion carried unanimously.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE AND REPORTS: The Committee has not met to discuss the possibility of hiring a full-time Police Officer for the Village. Information has not been received at this time to compare the different costs between contracting with other municipalities, and contracting with the Sheriff's Dept.

Kettle Moraine Fire District Fire Board: The Kettle Moraine Fire District is moving forward to a January 1, 2022 start date.

PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE AND REPORTS: The Committee has not met. The overhead door for the DPW is back-ordered maybe 6 weeks out. The new fire hydrant will be installed shortly. The new upgrades in the Fire Department building have been a major improvement.

PERSONNEL & POLICY COMMITTEE- Trustee A. Pellegrino stated that the Committee is very busy creating the ad and job description for the Village Clerk/Treasurer's position.

Ad for full-time Village Clerk/Treasurer- Trustee A. Pellegrino mentioned that a number of current job postings were reviewed for comparison purposes. A general benefit package will be posted as the package may be modified dependent upon the person hired. Each benefit has a policy or resolution by which it was created. Trustee A. Pellegrino stated that many of these need to be updated. The application deadline is January 21, 2022 at 5:00 p.m. The postings will be extended after January 21st if no applications are received. The Ad will be posted on the League website, WMCA website, Indeed and the Village website. Interviews will be completed at the Committee level in February. The Committee will recommend candidates at the March Board meeting.

Motion by D. Hall, seconded by A. Pellegrino, to approve the job posting for the Village Clerk/Treasurer with an application deadline of January 21, 2022 at the following locations: League of WI Municipalities website, WMCA website, Indeed.com, and Village website at www.northprairie.net. At this time, the words "or until the position is filled" will be eliminated from the Ad. Motion carried unanimously.

Total Compensation package for new Village Clerk/Treasurer- Trustee A. Pellegrino provided a listing of the current benefits in place for full-time Village employees at this time. This list will be a reference to go along with the job posting.

Job Description nor new Clerk/Treasurer- Website management was added to the current job description, and it was updated overall with the majority of tasks required by the Village Clerk/Treasurer.

Motion by A. Pellegrino, seconded by D. Hall, to replace the 2009 current job description with the updated job description dated as of December 9, 2021. Motion carried unanimously.

Ad Hoc ARPA (American Rescue Plan Act) Committee- Trustee D. Stellpflug mentioned that the Committee met on December 2nd, and created the wording to be placed on a postcard to be sent to the businesses in North Prairie. The next meeting will be January 27th.

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

Resolution No. 2021-04R- Trustee F. Rewasiewicz mentioned that the Fee Schedule has been updated to reflect the fees beginning January 1, 2022. The Fire Dept. fees have been removed from the Fee Schedule, and the Hall Rental and Park Rental fees have been increased from \$75.00/resident to \$100.00/resident and \$150.00/non-resident to \$200.00/non-resident.

Motion by F. Rewasiewicz, seconded by D. Hall, to approve Resolution No. 2021-04R to update the Schedule of Fees for the Village of North Prairie beginning January 1, 2022. Motion carried.

R&R Insurance Services, Inc. proposal for 2022 Village Insurance- Trustee F. Rewasiewicz mentioned that the Village budgeted \$35,000 for the Insurance and the new Insurance proposal came in at \$26,996.00. There are also other programs the Village may be interested in reviewing provided by our Insurance carrier. Some of the programs are described in the materials provided.

Motion by F. Rewasiewicz, seconded by D. Hall, to approve the R&R Village Insurance Proposal # 10404 for an annual cost of 26,996.00 for 2022. Motion carried unanimously.

Monthly Bills and Payroll-

Motion by F. Rewasiewicz, seconded by D. Hall, to approve EOM checks 16929-16934 for invoices received after November meeting, Charter, TIAA Commercial, Sun Life, Globe Life Liberty and WE Energies, Decemberr payroll checks 16935-16965 for a total of \$21,824.44, A/P checks 16966-17012 for a total of \$98,691.62, as recommended by the Committee. Payments include checks to Roofed Right America and Electrical Connections for the Fire Dept. improvements. 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 D. Hall, to adjourn at 8:00 p.m. Motion carried unanimously.

Respectfully submitted,
Rhoda Bagley,
Village Clerk/Treasurer