

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
MARCH 10, 2022**

The meeting was called to order by President G. Nickerson at 7:01 p.m. in the Village Municipal Center. 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

Absent: D. Hall

The Pledge of Allegiance was recited.

Motion by J.H. Taylor, seconded by D. Stellpflug, to approve the February 10, 2022, Village 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 Public Comments were received.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to close the Public Comment section. Motion carried.

ANNOUNCEMENT OF POSSIBLE CLOSED SESSION: The Village President Announced that Village Board may go into closed session pursuant to Wisconsin Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: specifically to review a pending Worker Compensation matter.

VILLAGE PRESIDENT REPORT: President Nickerson updated the Board with the \$268.00 reduction in the 2021 Worker's Compensation premium, the scheduled election worker training on March 16, 2022, an Award for Rhoda Bagley from the Wisconsin Municipal Clerks Association and the Notice of Public Hearing in the Town of Genesee for a zoning variance to allow a duplex and a single family home to be on one parcel.

Motion by G. Nickerson, second by D. Stellpflug, to open the floor to open the floor to John Heintz Taylor and Frances Heintz Taylor to discuss their request for the Village to consider a correction to the Village of North Prairie's current zoning map from B-3 zoning to A-T zoning for parcel with Tax Key Number NPV1566998. Motion carried 5-0 J.H. Taylor abstained.

President Nickerson stated that he received correspondence from the Village's Attorney that the request will need to be done through the zoning process unless it is determined that it is a clerical error. If it is determined it is a clerical error, the Village Board can approve and correct.

John Heintz Taylor and France Heintz Taylor, 318 N. Main Street, North Prairie, WI addressed the Board as owners of the property in question, 400 N. Main Street, North Prairie, WI Tax Key No. NPV1566-998. They stated that a request was never made to rezone the lands in question from A-T (Agricultural Land Preservation Transitional District) to the current zoning of B-3 zoning (Mixed Use-Commercial/Multi Family Residential). They request that the Village correct the error by returning it to A-T Zoning. The owners submitted various exhibits proving that the property should be A-T Zoning and not B-3 and feel that a clerical error was made by the Village Engineers during a zoning map update as the County GIS has wrong information on it from a prior proposed land use plan for the property. That plan was determined to not be in the best in of the Village and it was not done. The Village President will contact the engineers to check into the matter and report back to the Board. Trustee Heintz Taylor offered to recuse himself from the Board table to discuss this matter, but was told he didn't need to as no official action would be taken tonight.

Administration of April 5, 2022, General Election: A call for help email blast resulted in 4 responses and 9 people attending meeting on February 25th wherein it was determined that the Village of Mukwonago would be able to run the April 5, 2022, election for the Village of North Prairie. Trustee Rewasiewicz will be trained to issue absentee ballots during in-person voting from 7:00 a.m. to 10:00 a.m. each day. A couple of the communities may be able to assist with training new personnel for the Village of North Prairie as well.

Calendar for Village Hall Hours: Calendars for March 2022 and part of April 2022 hours of operation for the Village Hall were reviewed. Corrections were made to reflect Frank Rewasiewicz working on Friday, March 25th from 7am to 10am and reduced office hours on April 6th of 10am to 3pm.

Motion by J.H. Taylor, seconded by F. Rewasiewicz, to accept the Plan Commission's recommendation and approve the Certified Survey Map for Eric and Lori Sturm, S71 W35345 Township Road X in the Town of Eagle under the Village's Extraterritorial Jurisdiction. Motion carried unanimously.

Update on North Prairie.gov: The Village has additional time to complete this changeover since it was discovered that no deadline has been set yet. More research will be done to make sure the Village has the best option for its use.

Sewer Holding Tank Permitting Process for the Village of North Prairie: Motion by J.H. Taylor to require a sewer holding tank agreement with the homeowner prior to the permitting process with the County, second by D. Stellpflug. It is not required by State Statutes anymore that a Sewer Holding Tank Agreement be required when the County issues the permit, but it does allow for a municipality to request one. It would allow the municipality to retain a say on allowing tanks in the community and where they are placed. **Motion carried unanimously.**

VILLAGE CLERK:

Confirmation of Swearing in of Deputy Clerk: The Village's new Deputy Clerk was sworn in this past week.

Update on Training Program for Deputy Clerk: Training has started for the Village's new Deputy Clerk. With the little time the interim Clerks have with her, focus is being placed on learning the accounting software, doing banking and balancing accounts, payroll and related reports, bill entry, minutes and agendas. The Clerks are unable to train on any North Prairie specific items as they have no working knowledge of them. Lists were provided to the Board members as a guide to assist in training.

Update on Training for Election Officials: The Village of Mukwonago will be training election officials for the upcoming election. The first training has been set up for Friday the 11th.

Update on Meeting of February 25, 2022, with Regards to Clerk Office Duties: The current interim Clerks have started the training process as listed above. Possible additional training may come from the Town of Eagle and the Village of Mukwonago after April 15, 2022, the last day current Clerks are available to help out.

Liquor License Renewal Process: The Clerk's office is working on getting out liquor license renewal forms to applicants. It is not known how the prior Clerk did the process, so it may look a little different this year.

Update Training for Board of Review Members: Gail Tamez will provide training to the Board of Review members this year. She will be ordering the official training CD as soon as it becomes available and will provide either in-person or ZOOM training.

PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE AND REPORTS: No suggestions have been received yet from the Committee members regarding someone to prepare the annual audit.

Kettle Moraine Fire District: The new District is operating well. It was mentioned that another community would like to consider joining the District. It would not be possible at this time as the Agreement states "no new members for 10 years". The community could enter into a contract for service with the District. The Agreement could be amended by all the members. A. Pellegrino was not in favor of adding any other communities until the 2 current communities are up and running and staffed.

Possible Full-time Police Officer: No new discussion at this time.

PUBLIC WORKS, BUILDINGS & GROUNDS COMMITTEE AND REPORTS: No report from the Committee at this time.

Portable Restroom Contract: Motion by D. Stellpflug, seconded by J.H. Taylor, to approve entering into a contract with McDonough Septic to provide 3 Portable Restrooms at a cost of \$95.00 per unit, per month for a 2 – year period. Motion carried unanimously.

This agenda item was readdressed to pursue a 2 – year agreement with the company.

Update on Cost for Splitting Utilities at the Station 35 Firehouse. The Board reviewed costs received associated with splitting utilities at Station 35 Firehouse for gas, electric and water. Costs could be around \$9,000.00 to \$10,000.00. This agenda item is only advisory and quotes will be forwarded to the Fire District for consideration.

PERSONNEL AND POLICY COMMITTEE: The Committee reported that they have interviewed one additional candidate and that the other candidate that was supposed to do a 2nd interview canceled twice and the committee is no longer looking at her. They have 2 more interviews set up for March 14, 2022, one at 5pm and one at 5:45pm. The committee plans to have a candidate to recommend at the April Board meeting. The committee did state that the current benefit package needs to be readdressed.

The committee will address the Personal Leave and Fit for Duty sections to the Village Manual and Standards of Conduct at the next meeting after the interviews. More information on this will be forthcoming.

Ad Hoc ARPA (American Rescue Plan Act) Committee: No Report at this time.

FINANCE, FEE AND INSURANCE COMMITTEE:

Monthly Bills and Payroll-

Motion by F. Rewasiewicz, seconded by D. Stellpflug, to approve March payroll checks 17245 - 17264 for a total of \$17,343.63, and Federal and State Withholding of \$7,275.90, for a grand total of \$24,619.53, as recommended by the Committee. Motion carried 5-0. J.H. Taylor abstained.

Motion by F. Rewasiewicz, seconded by K. Singh, to approve A/P checks 17272 - 17302 for a total of \$43,443.14, Property Tax overpayments 2nd settlement checks 17267 - 17271 for a total of \$8,862.58 and court check 17266 \$171.60 for a grand total of checks \$52,477.32 as recommended by the Committee. Motion carried unanimously.

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

Motion by G. Nickerson, second by J.H. Taylor to convene into closed session per WI Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; specifically to review a pending Worker Compensation matter.

Motion carried unanimously on a Roll Call vote: G. Nickerson – aye; D. Stellpflug – aye; J.H. Taylor – aye; F. Rewasiewicz – aye; A. Pellegrino – aye and K. Singh – aye. Meeting opened 8:46 p.m.

Here discussion was had pertaining to the above referenced matter

Motion by A. Pellegrino, seconded by J.H. Taylor to adjourn at 9:14 p.m. Motion carried unanimously.

Respectfully Submitted.