

**VILLAGE OF NORTH PRAIRIE  
VILLAGE BOARD MINUTES  
APRIL 13, 2023**

The meeting was called to order by the Village President G. Nickerson at 7:00 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 (arrived at 7:35 pm) D. Hall and D. Nottling

Village Clerk: R. Bagley

The Pledge of Allegiance was recited.

**Village Board Meeting Minutes from March 9, 2023 –**

**Motion by J. H. Taylor, seconded by D. Nottling, to approve the March 9, 2023 Village Board Meeting minutes, as submitted. Motion carried.**

**Public Hearing #1: Proposed Budget Amendment Year Ended December 31, 2022.**

**Public Hearing opened at 7:04 p.m.:**

**Village Accountant H. Jeanson** attended the meeting and updated the Board members on the financial events during 2022. The last audit used \$7,000 of the surplus. The Village Hall had new lights installed and the Fire Department needed an additional \$22,000 which was not budgeted. The Fire Insurance Dues collected was given back to the Fire Dept. in the amount of \$12,000. Consumable Inventory was given to the Kettle Moraine Fire Dept. The Fire Dept. spent \$67,000 in unbudgeted expenses and ended the year \$67,000 over budget. Under Highway and Transportation, vehicle repairs to trucks was over \$6,400, street repairs was over budget, as well as the Capital Outlay on the Fire Dept. building. Some additional revenues were received and numerous accounts were under budget.

**Motion by G. Nickerson, seconded by D. Nottling, to close the 2022 Budget Amendment Public Hearing at 7:10 p.m. Motion carried.**

**Public Hearing #2: Request to Amend the B-1 Neighborhood Business District Section 4.8(B) of the Village of North Prairie Zoning Code-**

No public comments were made and no Village Board comments were made on the proposed amendment to allow contracting services.

**Motion by G. Nickerson, seconded by D. Hall, to close the Public Hearing. Motion carried.**

**Public Hearing #3: Draft Ordinance Prohibiting the Pushing of Snow across the Village Streets in the Village of North Prairie as provided in Section 46-5(b)(4) of the Municipal Code of the Village of North Prairie, WI-**

No comments were made.

**Motion by G. Nickerson, seconded by D. Stellpflug, to close the Public Hearing at 7:16 pm.**

**Public Comment:**

**Motion by D. Hall, seconded by F. Rewasiewicz, to open the meeting to Village residents for Public Comment. Motion carried.**

**Resident Debbie Carrasco Zanini** mentioned that North Prairie Native Gardens have Earth Day information and the No Mow May information/signs available. The Plant Sale sign was moved to Bill's Gas Station for more exposure.

**Police Chief S. Tamez** mentioned that April 22 is Drug Take Back Day at the Village Hall from 10:00 am until 2:00 pm for old prescription drugs. They have been providing this service to residents for 4 or 5 years in April and October. A question was asked if old dog meds and liquids and creams would also be accepted. The answer was Yes.

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

**Report from Village President-** President G. Nickerson stated that he received a letter from Prairie View Elementary School to thank the Village Police Dept. for their extra patrols at the beginning and ending to each school day. It became safer for student pick-ups and drop-offs each school day as it was very dangerous for students to be crossing a busy street.

Canadian Pacific will be holding a tornado drill on April 20<sup>th</sup> to test their equipment.

The job posting for a new Village Clerk/Treasurer is on the Village Website, Indeed and the WMCA website.

**From Public Hearing #1: Proposed Budget Amendment Year Ended December 31, 2022-**

**Motion by J. H. Taylor, seconded by D. Nottling, to approve the Proposed Budget Amendment for the Year Ended December 31, 2022 for the 2022 Village Budget as described by Village Accountant H. Jeanson.**

Discussion: Trustee D. Hall stated that the Village was supposed to see a savings with a Joint Fire District but does not see any savings and is costing the Village additional funds. She believes that the additional cost was also not budgeted for this year. Paid-on-call members is an additional cost. Trustee D. Hall mentioned that the Village was 19% of the Fire District budget, yet the Village is paying 37% of the total cost.

**Motion carried. Trustee D. Hall opposed.**

**From Public Hearing #2: Request to Amend the B-1 Neighborhood Business District Section 4.8(B) of the Village of North Prairie Zoning Code-**

**Motion by D. Stellpflug, second by F. Rewasiewicz, to Amend the B-1 Neighborhood Business District 4.8(B) to allow contracting services as a permitted use. Motion carried. 3 in favor, 2 opposed.**

**From Public Hearing #3: Ordinance Prohibiting the Pushing of Snow across the Village Streets in the Village of North Prairie as provided in Section 45-5(b)(4) of the Municipal Code of the Village of North Prairie, Wisconsin-**

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to suspend Roberts Rules of Order due to a typo in the Section Number, which should be Section 46-5(b)(4). Motion carried.**

**Motion by J. H. Taylor, seconded by F. Rewasiewicz, to approve the Ordinance Change Prohibiting the Pushing of Snow across the Village Streets in the Village of North Prairie as provided in Section 46-5(b)(4) of the Municipal Code of the Village of North Prairie, Wisconsin.**

**Motion carried. Opposed: Trustee D. Hall; Abstained: Trustee A. Pellegrino**

**2022 Audited Financial Statements as provided by Rotroff & Jeanson, CPAs-**

**Auditor H. Jeanson** stated that the 2022 year is his last year as the auditor for the Village. Auditor Jeanson briefly went over the Village report for year ending 2022. The amount of \$400,000 of Fire Department assets were removed when the Village joined the Kettle Moraine Fire District. ARPA Fund interest was \$222. The Police Dept. is \$40,000 under budget which will be used toward a future vehicle. \$514,000 is assigned in the Budget. The Village Clerk's Department was \$3,500 under budget in 2022. Insurance was \$8,000 under budget. Recommendations can be made to the Joint Municipal Court for budgeting purposes, but the Judge has the ultimate control of the Court. The Finance Committee should be receiving a General Ledger and Balance Sheet monthly for review. The Village is in a good financial position. The Village Clerk will work more closely with Department Heads to correctly allocate expenses to the appropriate accounts.

**Motion by J.H. Taylor, seconded by D. Hall, to approve the 2022 Audited Financial Statements as submitted and presented by Village Auditor H. Jeanson. Motion carried unanimously.**

**Recommendation from Plan Commission to schedule a Public Hearing for a Conditional Use Permit for Laue's Landscapes and Design Solutions, Inc. – Outdoor Storage for vacant parcel located along Hwy ZZ-**

This property is owned by Bob Reddington. The Plan of Operation was approved, but this discussion is for Outdoor Storage.

**Motion by G. Nickerson, seconded by D. Nottling, to open the meeting to R.C., owner of Laue's Landscapes and Design Solutions, Inc. Motion carried.**

Trustee D. Hall asked why the potential winter hours are 24 hours. R.C. stated that they may have to snowplow during the night and may need to stop in to load trucks with bulk salt. They also deliver landscaping materials during the daytime and utilize approximately three acres of the property. He will have open bins for mulch and closed bins for bulk salt. Trustee J. H. Taylor recommended that they use Waukesha County guidelines for the storage of salt/covered and on concrete. The concrete should be sealed annually to prevent any groundwater contamination.

**Motion by J.H. Taylor, seconded by D. Nottling, to set a Public Hearing for next month's Village Board Meeting, May 11<sup>th</sup> beginning at 7:00 pm for Laue's Landscapes and Design Solutions, Inc. regarding a Conditional Use Permit for Outdoor Storage for the vacant parcel located along Hwy ZZ. Motion carried unanimously.**

**2023 Harvest Fest Fireworks-** Wolverine Fireworks Display, Inc. Contract to furnish fireworks at the North Prairie Harvest Festival on Saturday, 09/16/2023 and the start of the parade at noon on Sunday, 09/17/2023 for a total cost of \$5,000.00. There is a typo on the Contract regarding the Sunday date with the year showing 2022.

**Motion by D. Hall, seconded by J.H. Taylor, to approve Wolverine Fireworks, Inc. to provide Fireworks on Saturday, September 16, 2023 and on Sunday, September 17, 2023 at the start of the parade at noon for a total cost of \$5,000.00, with reimbursement by North Prairie Harvest Fest for the cost of the Fireworks to the Village by October 31, 2023. Motion carried unanimously.**

**Amend Section 6.4D – Driveway Requirements in North Prairie Zoning Code, with a Recommendation from Plan Commission to set a Public Hearing - Item was tabled.**

**Solicitations of new Accounting Firm with Directions to Personnel & Policy Committee-**

**Motion by A. Pellegrino, seconded by D. Hall, that the Finance & Fee Committee take on the responsibility for solicitation of a new Accounting Firm for the Village. Motion carried unanimously.**

**2023-2024 Commissions and Boards Appointments-**

Village President G. Nickerson provided his Committee/Commissions and Board appointments for 2023-2024-

**Finance & Fee Committee-** Chair F. Rewasiewicz, D. Hall and D. Nottling

**Personnel & Policy-** Chair J. H. Taylor, F. Rewasiewicz and D. Hall

**Public Safety & Protective Services-** Chair G. Nickerson, D. Stellpflug- Police, D. Nottling- Fire, J.H. Taylor- Municipal Court

**Public Works, Bldgs. & Grounds, Civic Pride-** Chair D. Stellpflug, A. Pellegrino- Parks, D. Hall- Municipal Buildings

**ARPA Advisory Committee-** Chair D. Stellpflug, A. Pellegrino and D. Nottling

**Plan Commission-** Board Representative D. Stellpflug

The remaining Committees remained the same.

**Board of Review-** G. Nickerson, President, Village Clerk, M. Radomski- 3 yrs., A. Mull- 1 yr., A. Pellegrino- 1 yr. Brian Peters, 1<sup>st</sup> Alternate and Lisa Iding, 2<sup>nd</sup> Alternate.

**Zoning Board of Appeals-** M. Schreiber – Chairman, 3 yrs. President G. Nickerson- V. President, Ed Westrick-2 yrs., J. Whitmore, 1 yr., James Manthei- 1 yr., and W. Svec, Alternate.

**North Prairie CDA-** G. Nickerson- Exec. Director, R. Bagley- Asst. Director, F. Rewasiewicz – Trustee, M. Schreiber -2 yrs., E. Westrick- 3 yrs., B. Peters – 1 yr.

**Motion by D. Nottling, seconded by J.H. Taylor, to approve the 2023-2024 Commissions and Board Appointments as provided by the Village President with changes of the TBD to Village Clerk.**

**Discussion:** Trustee D. Hall stated that Committees need to meet on a regular basis in order to make constructive recommendations to the Village Board. Items need to be fully vetted.

**Motion carried. Opposed: Trustee D. Hall**

**Resolution 2023-01 – Approving Roadway Functional Classification Changes as Recommended by the WI Department of Transportation-** Tabled. The Village did not receive all of the information from the State.

**Village Clerk/Treasurer Report-** Clerk R. Bagley stated that the Village had a 60% voter turnout for the April 4<sup>th</sup> Spring Election and everything went very smoothly.

**Public Safety & Protective Services Committee (Police, Fire Municipal Court)-**

**Motion by G. Nickerson, seconded by J.H. Taylor, to open the meeting to Fire Chief Scott Kugel. Motion carried.**

Fire Chief Scott Kugel mentioned that there is current lobbying in the State to give municipalities additional funding. The lobbyists are asking for sustainability through sales tax revenues to fund both Police and Fire Departments. Shared revenues have decreased over the years but calls for service are higher than anticipated. All departments are short-staffed. The Fire District responded to 78 calls outside of the District area. Expansions/developments bring more population to the municipalities. More people are working from home, so the Department receives an increase in calls from residences. The Village contributed 37% to the Fire

District operations. In 2022, the Fire Dept. participated in Fire Prevention Education in schools with over 700 children involved.

**Motion by G. Nickerson, seconded by J.H. Taylor, to open the meeting to Police Chief S. Tamez. Motion carried.** Police Chief S. Tamez stated that the Police Department met at Prairie View Elementary School to assist with traffic by the school at beginning of school and end of school each day for pick-up and drop-off. They need to work with parents and school officials to determine the best situation for the safety of the students.

**Public Works, Building & Grounds Committee (Streets & Roads, Parks, Community Center, Civic Pride)-** Trustee D. Stellpflug stated that the Committee met two weeks ago, along with the ARPA Committee members. Costs are coming in for two pavilions in Broadlands Park at \$178,000. The Committee needs to find ways to lower the costs.

**Approval of the 2022 MS-4 Report as prepared by our Engineering Firm Ruekert & Mielke, Inc.-** This report is required to be filed with the State.

**Motion by D. Stellpflug, seconded by D. Hall, to approve the 2022 MS-4 Report, as presented and drafted by our Engineering Firm Ruekert & Mielke, Inc. Motion carried unanimously.**

**Bid Results for the Tennis Court Replacement in 2023-** Trustee D. Stellpflug stated the Village received three bids from Payne & Dolan for \$74,681.50, Wolf Paving for \$81,877.00 and Pablocki Paving for \$121,883.00. The Village will be providing the posts, stone and landscaping for this project at an approximate cost of \$3,381.50.

**Motion by D. Stellpflug, second by D. Hall, to accept the bid from Payne & Dolan at \$74,681.50, with a total cost not to exceed \$78,000.00 with the Village covering the costs of posts, stone and landscaping for a total of \$3,381.50 provided by the Village General Fund.**

**Motion carried. Trustee J.H. Taylor- Opposed**

**Bid Results for the Fence repair project in 2023-** Trustee D. Stellpflug stated the Village received three bids for the Tennis Court and Ball Diamond Fence repair project from Munson, Inc. Fence Division for \$9,286.00, Century Fence Company for \$10,500.00 and Patriot Fence for 15,985.00. The Committee recommendation is Munson, Inc. Fence Division for a total of \$9,386.00 for the additional 10' of fence.

**Motion by D Stellpflug, seconded by J.H. Taylor, to approve the bid from Munson, Inc. Fence Division at a cost of \$9,386.00 which includes an additional repair of fence, at a total cost not-to-exceed \$9,400.00.**

Discussion: President G. Nickerson asked if commercial grade fencing will be used, or residential? The response was that Munson, Inc. will match the existing fence and the posts are going to be reused.

**Motion carried.**

**Personnel and Policy Committee-** The Village Clerk ad has been posted to the Village Website, WMCA Website, Indeed, Municipality Magazine and Linked-In.

The Committee is working on collecting emails for the Constant Contact- email blast platform, and is also working on broadcasting meetings. The cost may be a major factor at \$13,000/year.

**Ad Hoc ARPA (American Rescue Plan Act) Committee-** No action.

**Finance, Fee and Insurance Committee-**

**Monthly Bills and Payroll-** Trustee D. Hall mentioned that a future item for the Finance, Fee and Insurance Committee is to work on updating the Fee Schedule and have no changes at this time.

**Motion by F. Rewasiewicz, seconded by J.H. Taylor, to approve April, 2023 payroll checks and Accounts Payable for March and April, as recommended by Committee:**

**Payroll checks 18245, 18247-18264, 18273-18278, 18314-18322 for a total of \$34,189.94. Federal and State Withholding: \$8,514.36 paid electronically.**

**End of the Month Accounts Payable Vouchers for March, 2023 are 18234-18246 for \$49,423.99:**

**Regular invoices for the Village: Checks 18279-18322 for a total of \$108,550.00. Grand total for all checks was \$142,739.94. The Committees will begin the 2024 Budgets in August or September. Motion carried unanimously.**

**Report to ARPA (American Rescue Plan Act)- No report.**

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

**Motion by A. Pellegrino, seconded by D. Nottling, to adjourn at 10:08 p.m. Motion carried unanimously.**

Respectfully submitted,  
Rhoda Bagley  
Village Clerk