

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
AUGUST 10, 2023**

1. The meeting was called to order by the Village President G. Nickerson at 7:00 p.m. in the Village Board Room.
2. Roll call was taken with the following members present:
President G. Nickerson
Trustees: F. Rewasiewicz, J.H. Taylor, D. Stellpflug, A. Pellegrino, D. Hall and D. Nottling.
Village Clerk: R. Bagley
3. The Pledge of Allegiance was recited.
4. **Village Board Meeting Minutes from July 13, 2023 and July 20, 2023 –
Motion by J. H. Taylor, seconded by D. Nottling, to approve the July 13, 2023 and the July 20, 2023 Village Board Meeting minutes, as submitted. Motion carried.**
5. **Announcement of possible Closed Session pursuant to WI State Statute §19.85(l)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility- Consider a Clerk/Treasurer candidate.**
6. **Public Comment:**
Motion by G. Nickerson, seconded by D. Hall, to open the meeting to citizen’s present for Public Comment. Motion carried.
No Comments.
Motion by G. Nickerson, seconded by D. Hall, to close the public comment section. Motion carried.
12. **Finance and Fee Committee-**
 - a. A member of this committee needed to leave early, so the Finance and Fee Committee was moved up on the agenda.
Trustee F. Rewasiewicz stated that the Committee met prior to the Board meeting and reviewed the current expenses:
 - b. Payroll Checks: 18538-18558 for a total of \$19,101.99
Federal & State Withholding of \$7,846.79 was paid electronically
End of the Month checks: 18531 – 18537 for a total of \$3,460.48
Accounts payable for July and August: Checks 18559-18592 for a total of \$154,165.40.
Total amount for the checks for August 10, 2023 is **\$184,574.66.****Motion by F. Rewasiewicz, seconded by D. Hall, to approve the payroll checks, withholding amounts, and the accounts payable checks for a total of \$184,574.66 for the August 10, 2023 Board meeting. Motion carried unanimously.**
 - c. **Solicitations of New Accounting Firm-** Trustee F. Rewasiewicz gave a brief update on the search for a new Accounting Firm. Several of the firm’s contacted are not taking on any new clients at this time. Four firms are

interested. The firm recommended was Schumacher Sama, LLP out of Appleton and will complete the annual audit along with other accounting services for \$17,500.00.

Motion by F. Rewasiewicz, seconded by D. Hall, to approve Schumacher Sama, LLP as the Village of North Prairie Certified Public Accounting firm with the audit beginning in May, 2024 to be completed in June, 2024. Motion carried unanimously.

14. Personnel and Policy Committee-

Motion by G. Nickerson, seconded by D. Hall, to enter into closed session at 7:10 p.m. pursuant to WI State Statute 19.85(l)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility: Consider a Clerk/Treasurer candidate.

Roll call vote: G.N. yes, F.R. yes, JHT. yes, D.S. yes, A.P. yes, D.H. yes, D.N. yes. Motion carried.

Motion by D. Hall, seconded by D. Nottling, to return to open session at 7:52 p.m. Motion carried.

15. Any item brought forward from the Closed Session-

Motion by D. Hall, seconded by F. Rewasiewicz, to provide an offer to Virginia Keleher for the Full-time Clerk/Treasurer position with the Village of North Prairie on terms as recommended by the Committee. Motion carried unanimously.

7. Back to original agenda- Village President-

a. Report to Village Board- No report.

b. Extra-Territorial Certified Survey Map- Town of Genesee, Tax Key Numbers GNT 1547 999 001 and GNT 1547 999 002 for Frank & Ashleigh Schimpf- This was a transfer of property from father to son for additional property for the son to build an outbuilding. This was approved by the Town of Genesee and the Village Plan Commission.

Motion by D. Hall, seconded by F. Rewasiewicz, to approve the Extra-territorial Certified Survey Map regarding the transfer of property from GNT 1547 999 001 and GNT 1547 999 002 for Frank & Ashleigh Schimpf upon meeting all of the Town Planner recommendations. Motion carried unanimously.

c. A 26' x 40' shed for 555 Dable Road- No action was taken.

d. Resolution Outlining the Village Plan Commission's Decision for Denying a Site Plan and Plan of Operation for Laue's Landscape and Design Solutions – Resolution 03-2023

The Village Plan Commission denied the Site Plan and Plan of Operations for Laue's Landscape and Design Solutions as the Plan Commission found that the information provided was not compatible with the primarily residential character of the Village.

e. Waive the Veteran's Park Fee for the North Prairie Lion's Club to host Harvest Fest in the Village-

Motion by D. Stellpflug, seconded by D. Nottling, to waive the Village Park Fees for the North Prairie Lion's Club to host Harvest Fest in Veteran's Park the weekend of September 15-17, 2023. Motion carried unanimously.

f. Request from North Prairie's Lion's Club for the Village to install a post in Veteran's Park that a dog waste disposal station could be mounted-

Motion by D. Hall, seconded by D. Stellflug, to open the discussion to citizens present. Motion carried.

Village Resident D. Samuels stated that the Village had a post at one time and it was taken down years ago in Veteran's Park.

The Village will reinstall a post in Veteran's Park when the tennis court is completed.

g. Setting the 2024 Budget Meeting Dates- The Committee proposed 2023-2024 Budgets should be turned into the Village Clerk's office by Friday, September 1st. The Budget meeting dates will be September 7, 5:00 p.m. -7:00 p.m., September 11, 6:00 p.m.-8:00 p.m., September 25, 6:00 p.m.-8:00 p.m. and October 5, 6:00 p.m.-8:00 p.m. If necessary, the final date will be October 19, 6:00 -8:00 p.m.

h. Village Board to Set a Date for Closed Session for Perform the Review of the Current Clerk/Treasurer and the Deputy Clerk-

Motion by D. Hall, seconded by A. Pellegrino, that the Village Board direct the Village President G. Nickerson to conduct the annual reviews of the current Village Clerk/Treasurer and Village Deputy Clerk. Motion carried.

8. Village Clerk/Treasurer Report-

a. No report.

b. Operator's License request for Julia Fischer at the Broadlands Golf Club- Background check has been completed on the applicant and meets the Village requirements for licensing.

Motion by D. Hall, seconded by A. Pellegrino, to approve Julie Fischer for an Operator's License at Broadlands Golf Club due to a favorable background check. Motion carried.

c. 2024-2025 Waukesha County Property Tax Assessment & Billing Contract-

Motion by D. Hall, seconded by D. Nottling, to approve the Waukesha County 2024-2025 Data Processing Property Tax Assessment & Billing Contract, as presented. Motion carried unanimously.

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

a. Report on discussion or action taken at previous meetings- President G. Nickerson stated that a meeting was held this week and completed the Police Chief's annual review.

10. Public Works, Building & Grounds Committee (Streets & Roads, Parks, Community Center, Civic Pride)-

a. Report on discussion or action taken at previous meetings, reports or future agenda items- Committee Chairperson D. Stellflug mentioned that the Committee has not had a meeting. The tennis court is paved but still needs to be striped. The fence needs to be reinstalled prior to Harvest Fest. The Village will be completing the landscaping (topsoil and seeding) around the court.

The Committee will meet to begin budgeting on August 28th at 5:30 p.m.

11. Ad Hoc ARPA (American Rescue Plan Act) Committee- The soil borings are to be completed in spring in the Broadlands.

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

16. Motion by A. Pellegrino, seconded by D. Hall, to adjourn at 8:25 p.m. Motion carried unanimously.

Respectfully submitted,

Rhoda Bagley

Village Clerk