

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
OCTOBER 12, 2023**

1. The meeting was called to order by the Village President G. Nickerson at 7:03 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, D. Hall and A. Pellegrino (arrived late)
Absent: Trustee D. Nottling
Also present: Village Clerk: R. Bagley and incoming Clerk V. Keleher
Others in attendance: D. Samuels, C. Schroeder, A. Rydzik and D. Carrasco- Zanini
3. The Pledge of Allegiance was recited.
4. **Village Board Meeting Minutes from September 14, 2023 – Motion by J.H. Taylor, seconded by D. Stellpflug, to approve the August 10, 2023 Village Board Meeting minutes with addition of the Attorney letter being read into the minutes by the Village President, and the Fitness Group workout sessions using the Community Room was approved by the Village Board. Both the Motion by J. H. Taylor and the second by D. Stellpflug were amended to include the changes to the August Village Board meeting minutes. Motion carried.**
5. **Public Comment-** No official action will be taken under Public Comment.
Motion by G. Nickerson, seconded by J. H. Taylor, to open the meeting to Public Comment. Motion carried.
D. Samuels- 515 Karin Drive- Donna Samuels asked if there is any new information to inform the public on events on the Village website. President G. Nickerson stated that the website Host will let the Village know what we can include on the website, due to space.
D. Samuels also mentioned that the Village President wishes to defer some of the duties listed under State Statutes 61.24 and she stated that it is the President’s duty and responsibility to handle all of the duties listed.
Motion by G. Nickerson, seconded by J. H. Taylor, to close the Public Comment section. Motion carried.
6. **Announcement for possible closed session pursuant to the WI State Statute 19.85(1)(c) to discuss promotion, compensation, or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically to review items concerning former Village Clerk/Treasurer.**
7. **Village President**
 - a. **Report to the Village Board-** President G. Nickerson mentioned that he received a letter from the Village Attorney regarding changes to ACT 12 for Municipal Referendums. The Municipalities have limited ability go to Referendums for advisory purposes as they are no longer allowed. It would require Binding Referendums only. Trustee J. H. Taylor requested to have the Village Attorney present at all Village Board meetings. President G. Nickerson mentioned that this item will be on the next Village Board agenda. Trustee A. Pellegrino suggested that this item should go through Committee first for a recommendation.

b. Appointing Virginia Keleher as Village Clerk/Treasurer of the Village of North Prairie and affirming that the new Clerk/Treasurer receives all the same benefits that Rhoda Bagley as the full-time Clerk/Treasurer for the Village had. This would include having the last Friday of each month off, which has not been discussed previously-

Motion by D. Hall, seconded by F. Rewasiewicz, to appoint Virginia Keleher as Village Clerk/Treasurer of the Village of North Prairie and affirming that the new Clerk/Treasurer receives all the same benefits that the previous full-time Clerk/Treasurer for the Village of North Prairie had, and this would include having the last Friday of each month off.

Trustee J. H. Taylor mentioned that the last day off each month is a privilege. Who will be covering the last day on a consistent basis? President Nickerson stated that the Deputy Clerk covers one/half day on Fridays and some hours on Saturday. Trustee J. H. Taylor mentioned that this was not advertised in writing to have the last Friday off to all persons who interviewed for this position.

Motion carried. Opposed: Trustees A. Pellegrino and J. H. Taylor.

c. Request by KMF D for an additional \$37,000.00 to be utilized in 2023-

Motion by J.H. Taylor, seconded by F. Rewasiewicz, for the Village of North Prairie to approve the request from KMF D for an additional \$37,000.00 to be utilized in 2023.

Trustee J. H. Taylor asked for corrective action plans from KMF D. He received a copy and a significant amount has been corrected from last year. Some items are still in progress. Trustee A. Pellegrino does not know why the District is over budget \$37,000.00. The Board should be informed of the lack of funds.

Trustee D. Hall stated that the Village is 37% of the Fire District Contract and this should get them through this year. The Village will not see an audit until next year. The Village 2024 Budget will be short if the funds are paid out in 2023. President G. Nickerson suggesting drawing from the General Fund.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to pay Kettle Moraine Fire District \$37,000.00 from the General Fund to cover expenses in 2023. Motion carried. Opposed: Trustees D. Hall and A. Pellegrino

d. Contributing the 2% Fire Dues received by North Prairie for 2023 and forward as long as the Agreement with creating the Kettle Moraine Fire District exists.

Motion by D. Hall, seconded by A. Pellegrino, to contribute the 2% Fire Dues for 2023 and forward as long as the Kettle Moraine Fire District exists. Motion carried.

e. Update on the Search of Fire Chief for Kettle Moraine Fire District- An ad has been created to publish for a part-time Fire Chief. The ad will run for one month and hoping to hire a Fire Chief as quickly as possible.

f. Acceptance of Corrective Plan of Action submitted by the Kettle Moraine Fire Board-

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to accept the Corrective Plan as submitted by Kettle Moraine Fire Board. Motion carried unanimously.

g. Advising the Village Board of the clarification of the Village Attorney's legal opinion on the Village President being able to appoint an Advisor to the President of the Board for Parliamentary Procedures-

A letter from Village Attorney Eric Larson was read into the minutes. WI Statutes 61.24 states that the Village President shall preside at all meetings and serve as the Parliamentarian by default. The duty is to seek assistance on duties on Parliamentary matters and can consult members. A “member” can act as an advisor. The Village President can appoint a Parliamentarian and can seek advice and consult with persons of experience. The Village President has the authority to ask for assistance.

h. Cost to get the Village’s Website ADA compliant- Item was tabled.

i. Purchase of power washer, \$6,500.00 for the Department of Public Works in 2023 using ARPA funds- Motion by D. Hall, seconded by J. H. Taylor, to approve the purchase of a power washer for the Department of Public Works at a cost of \$6,500.00 using ARPA funds.

Trustee J. H. Taylor asked why the Village needs to purchase a power washer? Trustee D. Hall stated that salt trucks need to be cleaned thoroughly to extend the life of the truck.

Motion by D. Hall, seconded by A. Pellegrino, to open the discussion to DPW Dave Molitor. Motion carried.

DPW Director Dave Molitor stated that he needs a hot water blaster to get the road salt off of the plow trucks in order to make the trucks last longer. This purchase qualifies for the use of ARPA funds which need to be spent by a certain date. Trustee J. H. Taylor stated the power washer was in the 2024 Budget and was removed to be spent in 2023.

Motion carried.

j. Utilizing \$75,000.00 of the ARPA Funds for Village Road Projects in 2024-

Motion by D. Hall, seconded by J. H. Taylor, to utilize \$75,000.00 of the ARPA Funds for Road Maintenance in 2024-

Trustee A. Pellegrino stated that the Village needs to do a better job with road projects. Trustee D. Hall suggested looking at alternate fees included in the Budget, such as removing garbage fees and/or Special Assessing Road Improvements and Sanitation and add to the tax bill.

Motion carried.

k. Utilizing \$14,000.00 of the ARPA Funds to replace the first floor flooring of the Fire Department building in North Prairie-

Motion by D. Hall, seconded by A. Pellegrino, to utilize \$14,000.00 of ARPA Funds to replace the first floor flooring on the Fire Department building at 108 N Oakridge Drive, North Prairie. Motion carried unanimously.

l. Submitting the 2023-2024 Proposed Budget to Public Hearing and publication as recommended by the Committee of the Whole-

Motion by J. H. Taylor, seconded by A. Pellegrino, to submit the proposed 2024 Budget to Public Hearing.

Motion carried. Opposed: Trustee D. Hall

m. Set Public Hearing regarding the 2024 Budget on November 9th at 7:00 p.m. with Village Board to follow-

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to set the Public Hearing for the 2024 Proposed Budget at 7:00 p.m. with the Village Board meeting to follow. Motion carried.

n. Motion by J. H. Taylor, seconded by D. Stellflug, to utilize the surplus from the Police Department 2023 Budget to be put into the General Fund designated for Police Department purchase of a squad car, per recommendation the Committee of the Whole-

Discussion: Trustee D. Hall asked why segregate dollars when the Village generally takes a loan out. This is not beneficial to the Village as a whole. Is this the best use of dollars for the Village? Trustee A. Pellegrino stated that it helps future Boards of the thinking at this time. Trustee J. H. Taylor mentioned that the Village may need to borrow funds for a new squad car, but with this surplus, it is more fiscally responsible if the Village borrows less and pays less interest.

Motion carried. Opposed: Trustee D. Hall

o. Place an order for a new squad car in 2023 with possible delivery in 2025, using the designated funds from the 2022 and the 2023 Police Budget Surplus, as recommended by the Committee of the Whole.

Motion by J. H. Taylor, seconded by D. Stellflug, to place an order for a new squad car in 2023 with delivery in 2025, using designated funds from the 2022 and 2023 Police Budget Surplus, as recommended by the Committee of the Whole.

Discussion: The Public Safety Committee will be looking at this item. Trustee A. Pellegrino has not heard of any costs or loan amounts or what is needed to complete the squad with lighting. Chief S. Tamez stated the current squad is 10 years old, and the order for a new squad has to be in by November 1st for the State Rate. Item was tabled for more information.

Motion fails.

8. Village Clerk-

a. Report to the Village Board- The Clerk's Office is busy with upcoming budgets and getting the tax information to the County.

9. Public Safety & Protective Services Committee-

a. Report on discussion or action taken at previous meetings, reports or future agenda items- No report.

10. Public Works Building & Grounds Committee-

a. Report on discussion or action taken at previous meetings, reports, or future agenda items-

Trustee D. Stellflug stated the Committee has not met and the tennis courts are painted. Thunder Road will be crack-sealing the Village streets shortly.

Motion by F. Rewasiewicz, seconded by J. H. Taylor, to open the meeting to Debbie Carrasco Zanini. Motion carried.

b. Expansion Plans for the Prairie Village Garden by the Friends of North Prairie Native Gardens-

D. Carrasco Zanini stated that the Club plans to expand Prairie Village Park down to the rock ditches for 12,000 square feet of park. Beautification of the Park means less use of pesticides. A pollinator garden would be part of Phase 1 and Phase 2 in the park, along with a walking path through the area. The total development will be completed in phases. The group will expend funds up to \$2,500.00 for the improvements to purchase the seeds and the plants.

Motion by D. Hall, seconded by F. Rewasiewicz, to open the discussion to D. Samuels. Motion carried.

D. Samuels finds this crazy to send this back to Committee as they have already provided the research and the proposal is completed. This process is really being drawn out.

Motion by F. Rewasiewicz, seconded by D. Stellpflug, to accept the plans as submitted by the Friends of North Prairie Native Gardens. Motion carried.

11. Personnel and Policy Committee-

a. No report.

b. Designate Regular Committee Meeting Dates- Trustee J. H. Taylor stated that the regular Personnel & Policy Committee meeting dates will be set on the 3rd Thursday of each month to get back on a regular schedule. This does not require a motion.

c. Adopt Fit for Duty Policy-

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to adopt the Fit for Duty Policy as presented.

Trustee F. Rewasiewicz stated the Committee went through different proposals and can always continue to make changes but need to have something in place.

Trustee D. Hall stated the Committee has been busy hiring a new clerk, but this policy needs to be reviewed by a Labor Attorney. She is not in favor of acting on this without a recommendation from an Attorney.

Trustee A. Pellegrino asked who enforces this policy? Who pays for the physicals? Who will complete the physicals? If an employee is not fit, what recourse does the Village have?

Amended motion by J. H. Taylor, amended second by F. Rewasiewicz, to adopt the Fit for Duty Policy after review by the Village Attorney.

Trustee J. H. Taylor stated that legal review would happen after the Village approved the policy. This has been on the Committee agenda for over 5 years.

Trustee D. Hall does not support this policy as it is very narrow and needs to be reviewed by an attorney first.

Ayes: 2, Opposed: 3 Motion failed.

12. AD HOC ARPA (American Rescue Plan Act) Committee

a. No meeting.

13. Finance, Fee and Insurance Committee-

a. No report.

b. Review and Approve monthly bills and payroll-

Motion by F. Rewasiewicz, seconded by J. H. Taylor, to accept the checks as presented: Payroll checks 18673-18697 for \$26,523.42, including withholding of \$10,465.71, and regular accounts payable for \$97,614.30, with 4 voided checks 18693, 18725, 18738 and 18741. Motion carried.

14. Reports: Building Inspector, Fire, Police and Public Works Dept. reports were filed.

15. Motion by G. Nickerson, seconded by J. H. Taylor, to go into Closed Session at 9:14 pm pursuant to WI Statute SS 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 items concerning former Village Clerk/Treasurer-

16. Roll Call Vote: F. Rewasiewicz, yes: J. H. Taylor, yes: D. Stellpflug, yes: A. Pellegrino, yes: D. Hall, no: and G. Nickerson, yes. Motion carried.

17. Closed Session.

18. Motion to reconvene into Open Session-

Motion by D. Hall, seconded by J. H. Taylor, to reconvene into Open Session. Motion carried.

19. Open Session.

20. Regarding Closed Session discussions-

Motion by J. H. Taylor, seconded by D. Hall, to have the Village President move forward with Closed Session discussion. Motion carried.

21. Adjournment

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to adjourn at 9:55 p.m. Motion carried.

Respectfully submitted,

Rhoda Bagley

Village Clerk