

VILLAGE OF NORTH PRAIRIE

Village Board Minutes
December 14, 2023
North Prairie Municipal Building

Clerk Note: Prior to the Call to Order the body unanimously elected Trustee Hall to serve as presiding officer for the duration of the meeting in President Nickerson's absence.

1. Call to Order: The meeting was called to order by Acting President Hall at 7:04 PM.

2. Roll Call: All members present except President Nickerson. Quorum is present. Also Present: Village Clerk, Chief Tamez, Travis Woodhaven, Donna Samuels and Debbie Carrasco-Zanini.

3. The Pledge of Allegiance: recited

4 .Approval of the Special Village Board meeting of October 19, 2023 and the November 9, 2023 Village Board Meeting

00:02:46

Trustee Pellegrino

Motion to approve the meeting minutes as submitted. Seconded by Trustee Nottling. Motion carried.

5. PUBLIC COMMENT

00:02:53

Trustee Hall

Motion that the board approve opening of the public comments section. Seconded by Trustee Rewasiewicz. Motion carried.

Travis Woodhaven

I'm Travis Woodhaven. I am A representative of the Friends of North Prairie, a 501.(c)(3) nonprofit. At Prairie Hills Park we've added another 10,000 square feet of prairie garden. We had 30 volunteers show up, which is fantastic. Dave from buildings and grounds, scraped away a bunch of the grass and filled the area. We ordered 2 enormous bags of seed from a local distributor called Agricola, which is native to Wisconsin. They specialize in native plants and ecosystem restoration. We added approximately 85 species, a huge amount of biodiversity.

Garland Four will be used near the wetlands and all precautions will taken to protect wetlands against overuse.

00:10:27

Trustee Hall

Motion that the public comment portion be closed. Seconded by Trustee Nottling. Motion carries.

6. VILLAGE PRESIDENT

a. Report to the Village Board: Was given by Trustee Rewasiewicz. KMFD interviewed four candidates for Fire Chief and they approved one. I don't know if they accepted the job and it's pending his background check.

b. Discussion and/or Action as Necessary: Village policy allowing employees off 1/2 day for Christmas Eve and 1/2 day for New Year's Eve as those days are on Sunday, I propose that they use them on December 22nd and December 26th.

00:18:11

Trustee Pellegrino

Motion to allow full-time employees to use their half day on December 22nd and December 26, 2023. Seconded by Trustee Nottling. Motion carries.

c. Discussion and/or Action as Necessary: approval of the five-year extension to the existing conditional use permit for Waukesha County per public hearing held at the Planning Commission per zoning code chapter 5.3B: Item tabled.

d. Discussion selection of employment attorney from the recommendation of the Village attorney Eric Larson - Jim Macy at von Briesen, S.C. or Dan Vliet of Buelow Vetter to update the North Prairie employee manual: Item referred to committee.

e. Update: purchase of 2 AED's for the North Prairie Police Department squads. \$3700.00 and one AED for the North Prairie Municipal Building at \$1799.00 to replace obsolete AED's that cannot be updated.

00:22:09

Trustee Hall

Motion to suspend the rules to allow, hopefully, Chief Tames, to inform the board about the AEDs. Seconded by Trustee Heinz Taylor. Motion carries.

Chief Tames

The AEDs died at the same time; you bought them all at the same time. They only have so long of an inner battery. We thought we'd buy a new battery and just replace it. Those AED's are no longer sold. Therefore, we decided to go to the Police and Fire Committee and suggest that we utilize some of my budget funds to purchase new ones. The fire department recommended which ones to use.

7. VILLAGE CLERK

- a. **Report to the Village Board:** I have passed my clerk's elections training through the Wisconsin Elections Commission.
- b. **Discussion and/or Action as Necessary: Operators' License request for Walter J Fahey, Sports Page:** Item tabled.
- c. **Discussion and/or Action as Necessary: Possible Ordinance to Use Split Shifts During Elections for Election Workers. To be Presented at January meeting with Public Hearing:** Item tabled.

Deputy Clerk

There is a sample ordinance in your packets that I would like you guys to review. This is not passing it right now. I would like for you guys to say yes, you can publish it and we'll hear it in January. To get this done, for the elections state statutes require if we're going to use split shifts you have to pass it by ordinance. I have done some training with our new poll workers and many of them are interested in working more flexible hours. All shifts will be covered.

Trustee Hall

As a board here, do we want to consider a 15-minute special meeting before the January meeting? The meeting will be next Thursday at 6:45 for that item.

- e. **Discussion and/or Action as necessary regarding the purchase of an accidental death and dismemberment and short-term disability and life insurance policy provided by Globe Life for Dave Molitor.**

Trustee Hall: My understanding of this is that Aflac does not insure one person. So, as one of our benefits to our full-time employees, we provide this type of policy.

00:40:07

Trustee Hall

Motion that the board approve providing employee Dave Molitor with accidental death and dismemberment and short term disability and life insurance coverage pursuant to the quote provided of \$87.28 per paycheck. Seconded by Trustee Heinze Taylor: Motion Carries.

d. Discussion and/or action as necessary regarding the appointment of election workers for the 2024/2025 term.

Deputy Clerk

We've already done one training, we have another training set up for January 12th for everyone on the list and then everybody's hours will be fulfilled for the training requirement for this cycle. But of course, you know through the year, you still do more, but the minimum train requirement will be done by January.

00:44:22

Trustee Nottling

Motion that we approve this list of names for appointments as election workers for the 2024/2025 term. Seconded by Trustee Rewasiewicz. Motion carried.

f. Discussion and/or action as necessary quote to purchase new computers for the clerk's office.:

Trustee Hall

In your package you should have a sheet from Bill Arndt Enterprises which talks about a quantity of two basic computers at \$817.00, each along with a list of what is included. This quote also includes the labor to set this up so it looks like it'd be 90 bucks each, and then another two hard drives, so I'm going to open it up to Ginger or Pauline to explain how this is coming about.

Village Clerk

This is just a follow up on what we talked about last time. The computers are getting older and they're starting to have some issues. In the Police Department we had a hard drive crash and recently we've had to put in a new server. Bill says it's time we don't want these dying in the middle of the election.

Trustee Heinz Taylor

I'm wondering why we didn't hear about this earlier during the budget season? Everybody in this room was here for this last budget season. Why are we just hearing about this now?

00:49:05

Trustee Hall

Motion that the board approve the purchase of two standard computers along with labor and hard drives as quoted out by Arnt Enterprises, per quote dated October 18th of 2023 for a total amount not to exceed \$1,943.98. Motion and amendment seconded by Trustee Stellflug. Motion, as amended, carried. [Hines Taylor, Nottling – Nay]

Trustee Heinz Taylor

The computers were determined to be too old and out of date was determined after the budgeting season. However, Arendt Enterprise date on the quote is October 18th and that was during the time of our budgeting. So, he must have known about it, before or during our budgeting time. His quote is valid for 30 days. We're approaching 45 days, so this is an outdated quote I would think that the village board would want current quote. Maybe these prices have changed and to trustee Pellegrino's point the estimated labor for transferring the data to the programs is on site. I would appreciate seeing that on this quote. Again, everybody that's sitting in this room was present during budget season and his quote is dated during the budget season. This must have been known about during the budget season.

00:53:39

Trustee Hall

Motion to have all the same things with the added provision that this quote is still valid as far as pricing. [motion carries, as amended/second amended, see previous motion]

8. Public Safety and Protective Services Committee

- a. Report on discussion or action taken at previous meetings, reports or future agenda items. Approved the AEDs for the Squad Cars & Village Hall and continue to Discuss the Public Safety Fees Charges. The Committee suggested that residents should create the ordinance that they would like to see – the same way the Broadlands did and bring it back to committee for further discussion.**

Trustee Nottling

The AEDs was brought to us by Sal, he was under the impression that he could change batteries and when he called the order batteries. They said no, you can't get paddles for the stickers anymore. The same thing happened to us at work, I think that's just how that stuff goes, you're under the impression you can buy a part and all of a sudden you can't get it anymore so. As far as the AED's in the Village Hall go and especially in the squad cars. There's really no excuse not to have them. Sal is going to give us a fee schedule. Are you still working on it?

Chief Tamez

My fee schedule is done. I had suggested that there are a few ordinances that don't have penalty sections, they should add a penalty section to those ordinances so that when we do have to write something we can refer to an entity section which those things do not have.

Trustee Nottling

There're two groups of citizens, I believe that are hopefully going to come together to work on this ATV/UTV issue. I know Ginger attended a meeting in the Town of Ottawa the other night. It also sounds like Waukesha County is considering doing this county wide, directed more toward Western Waukesha, so waiting on more information on that from the different groups.

9. Public Works Buildings and Grounds Committee.

Dave Stellpflug

- a. **Report on discussion or action taken at previous meetings, reports or future agenda items.** Dave Molitor is working on getting more details for what we want for [the Broadland Pavilions] the zoning plan as far as what we want for electrical so that the plans are more specific. According to John's disposal Christmas trees will be treated as they have in the past. You call in your big item pickup because we don't pick them up with regular trash. No garland, ornaments or contamination. If you have one, you have to call it in. Our next meeting is Wednesday, January 3rd, 2024 to open the bids for the fire department floor.

10. Personnel and Policy Committee.

Trustee Heinz Taylor

Thank you. And acting president, that reminds me, I'm requesting that when my name is referenced in the minutes that it be **H-E-I-N-Z** Taylor, not H Taylor or not just Taylor, but Heinz Taylor.

- a. **Personnel and Policy Committee report on discussion or action taken at previous meetings, reports or future agenda items:** The regular scheduled committee meeting on November was handled by the letter that we received, that I received, tonight dated December 11th from Eric Larson, many of the agenda items on that committee agenda dealt with the employment and they have those items have been reviewed with attorney Larson and it's my understanding from my conversation with President Nickerson that attorney Larson said that he thought either Jim Macy or Dan Fleet would be more qualified as an employment attorney rather than a new support attorney. The other remaining items on the agenda had already been accomplished. The discussion and/or Action was that nothing voted on except the minutes from the previous meeting and adjournment. Future agenda items, as I learned tonight, one of those will be discussion and or action on the suggestion of an employment lawyer.

11. Ad Hoc ARPA Committee

Trustee Stellpflug

We did not have a meeting recently but in Building and Grounds we did advertise for the flooring for the fire department building.

12. Finance and Fee committee.

Trustee Rewasiewicz

- a. **Report on discussion or action taken at previous meetings, reports or future agenda items:** Finance and Fee discussed adding another meeting per month to try and alleviate some of the early due dates of bills so we can handle bills by the committee. Next month, we are looking at payroll deductions and direct deposit for some of the people on payroll.
- b. **Discussion and/or Action as Necessary: Review and approve monthly bills and payroll:**

01:04:56

Trustee Rewasiewicz

Motion to review and for the monthly bills and payroll starting with check number 18820 to check 18908 with regular invoices and withdrawal payroll checks, federal and state withholding, the total for December 14th, 2023, the \$124,749.12. Voided checks were numbers 18033 and 18894. Seconded by Trustee Nottling. Motion carried.

Trustee Rewasiewicz

- c. **Discussion and/or action as necessary: Resolution To open account with local government investment pool.** Item tabled until February.
- d. **Discussion or action to increase the utility permit fees per tax key and have the DPW Department Inspect the start and end of the work:**

01:11:37

Trustee Rewasiewicz

Motion to increase utility permit fees to \$150 per tax key and have DPW department inspect at the start and end of work effective immediately. Second Trustee Heinz Taylor. Motion carried

13. Reports: Building Inspector, Fire, Police and Public Works Department: reports attached

01:12:54

Trustee Pellegrino

Motion to adjourn at 8:16 PM. Seconded by multiple trustees. Motion Carried.

