

**VILLAGE BOARD MINUTES
VILLAGE OF NORTH PRAIRIE
JANUARY 11, 2024 - 7:00 P.M
MUNICIPAL CENTER-130 NORTH HARRISON STREET
VILLAGE OF NORTH PRAIRIE, WI 53153**

- 1. Call to Order:** The meeting was called to order by President Nickerson at 7:03 PM
- 2. Roll Call:** All members present. Quorum is present. Also present: Village Clerk, Chief Tamez, Carol Schrader, Joe Koch, Tom Karthausser, Ed Westrick and Mary Bruemmer.
- 3. Pledge of Allegiance:** recited
- 4. Approval of the Village Board meeting minutes of December 14, 2023 and the Special Village Board meeting minutes of December 21, 2023.**

Trustee Heintz Taylor: Motion to approve the Village Board Meeting Minutes for December 14th, 2023 and the Special Village Board Meeting Minutes of December 21st 2023 as submitted. Seconded by Trustee Nottling. Motion carried. 00:07:21

Minutes amended by Trustee Heintz Taylor: “*Under Finance and Fee Committee, the Village Clerk had some comments and I remember the Village Clerk referencing the idea of having a credit card with a \$150,000.0 limit to pay bill throughout the month as being an idea.*”

5. PUBLIC COMMENT (No official action will be taken under Public Comment)

Village President: Motion to enter into public comment. Seconded my Trustee Nottling. Motion Carried. 00:07:47

Ed Westrick

I'm here to represent the Prairie Village water trust. There's been some information or concerns that we have 75% of our hydrants out of service with bags; Prairie Village Water Trust does not use bags. We have one hydrant out of nearly 400 that is out of service. I don't know where the information came from that we're 75% out of service, but that is not the truth.

We have nearly 400 hydrants that are flushed and checked, we do that in a three-year cycle. They do 1/3 each year, so at the end of three years, it's 100%. That's done by the contractor. If anyone has questions, they can contact our office regarding any information that they need.

Carol Schrader

I have two questions. What was the purpose of the ATV ordinance. It's a pain in the butt to shovel. But, like, what's the sidewalk procedure? I guess it's mostly directed to staff.

Trustee Stellpflug

After the storm you have 24 hours to clear the sidewalk. At that point, we mail you a complaint.

Chief Tamez

If you follow your snow across the road into somebody else's property, that's a problem. If you follow your snow onto the village property, that's a problem. Your snow should stay in your property when you're cleaning. When you shovel you dump snow in your yard, not in the road.

Mary Bremmer

What about North Prairie doing the park sidewalk? I walk and the park was very bad this morning.

Trustee Rewasiewicz

It stopped snowing at 6:00 AM this morning, you gotta give him some time. He has to do all the village roads first. I saw him out there by the park this morning. Give him time.

Village President: Motion to close public hearing to public comments. Seconded by Trustee Stellpflug. Motion carried. 00:18:38

6. Presentation by Dr. Joe Koch, Superintendent and Tom Karthausser, Director of Businesses Services, of the Mukwonago Area School District about the April 2024 Referendum Question

Presentation by Dr. Joe Koch, Superintendent of the Mukwonago Area School District, and Tom Karthausser, Director of Business Services for the Mukwonago Area School District regarding the April 2, 2024 ballot question: *“Shall the Mukwonago Area School District, Waukesha and Walworth Counties, be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$102,300,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: construction of a new middle school, including site improvements; renovations and site improvements at Big Ben Elementary School; renovations at Clarendon Avenue; Prairie View, Rolling Hills, and Section Elementary Schools; demolition of the existing Park View Middle School; districtwide capital maintenance, infrastructure and site improvements; and acquisition of furnishings, fixtures and equipment?”*

For more information about the ballot question there are community informational sessions or contact MASD:

[Handouts from the presentation are available for review in the North Prairie Clerk’s Office.]

7. VILLAGE PRESIDENT

a. Report to Village Board

The candidate that was selected for the fire department is still undergoing a background check so no action has been taken on that yet until we get that back. There's a celebration of life for Joan Smart this weekend from 1:00 to 3:00 PM, with a ceremony at 2:00 PM at the firehouse. The entire community is invited.

- b. Discussion and/or Action as Necessary: Approval of 5-Year Extension to the Existing Conditional Use Permit for Waukesha County per Public Hearing Held at the Plan Commission Per Zoning Code Chapter 5.3B. Item Tabled**

8. VILLAGE CLERK

a. Report to Village Board.

Village Clerk

Please assist us in taking the chairs back to the boardroom tonight, Dave probably won't get in to re-set this room tomorrow and we have events this weekend. We are pursuing direct deposit for village employees and village employees are pleased.

9. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE (Police, Fire, Municipal Court)

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

Village President

We have had a request from residents to look at expanding our orders to allow for new TV, ATV's and golf carts on the roads and streets. At that meeting, it was suggested they pull some things together to create the ordinance and we can review it. The Village is more than willing to do that, but as of today we haven't seen anything.

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.**

Trustee Stellpflug

We discussed the pavilion plans and how we want to move forward on that. Ideally, next week I'm going to get with Dave and Ginger to advertise for bids and get things going. We decided to hold off on the CBD grant until we got the pavilions underway.

- b. Discussion and/or Action as Necessary: Award Bid for the Fire Station Flooring, Lower Level, at 108 N Oakridge Drive.**

Trustee Stellpflug: Recommendation that we accept the bid from Adair Commercial Flooring, dated December 21, 2023, for the price of \$9673.00 dollars. Seconded by Trustee Rewasiewicz. Motion Carried. 01:05:56

c. Discussion and/or Action as Necessary: Authorization to Send out Bids for Pavilion Projects at Broadlands Park Utilizing ARPA Funds.

Trustee Stellpflug

We've discussed for months putting out for bid the two pavilions at the Broadlands. The upper one being 26 by 40, the lower one being 16 by 16. Both will have concrete floors and both will be covered. Both will have electrical power with the upper one running electrical power for future possible movement into more of a concession stand area, that way we don't have to re-run that again. Minimum under canopy lighting for security and a few outlets. The timeframe is to get this out for bid in February, hash it out for a few weeks and have something for the board in Marsh.

Trustee Stellpflug: Motion that the village board approve the Committee send out for bid. Seconded by Trustee Pellegrino. No action taken

Trustee Stellpflug: Motion to allow the committee to send out for bid the two pavilions at Broadlands Park using ARPA Funds. Motion Seconded by Trustee Pellegrino. Motion Carried. 01:11:46

11. PERSONNEL AND POLICY COMMITTEE

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

Trustee Heintz Taylor

The main item we discussed at the December 21st meeting was updates to the North Prairie Employee Manual. The committee reviewed Attorney Larsen's suggestions along with suggestions by a committee member of Stafford and Rosenbaum. They provide free legal services, at no charge, to League of Municipalities members of which we are a member, is my understanding.

Trustee Rewasiewicz

They have been sent the employee handbook, the fit for duty and the form for return to work. The material has been sent to the appropriate person and we're just waiting for a response.

Trustee Heintz Taylor

Village for aware from the joint Municipal Court committee aspect. It's nothing to do with the board but just to keep you informed. I'm requesting that the Joint Municipal Court computer owned, any electronic devices operated by the court be broken out into a separate umbrella policy if you will, along with their portion of the cybersecurity insurance and then those costs should be readily available and easy to see, so that the Joint Municipal Court Committee can have it taken out in its proportions for each of the members municipalities. That way it keeps the math easy and we have evidence that court has electronic cyber security insurance.

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

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

Trustee Stellpflug

We have not had a meeting lately but do have an updated spreadsheet of what we have in the ARPA Fund. We started the year with \$222,741.00. We gave out business grants and that was \$12,000.00 and the tennis courts were \$37,857. At budget time, we told Dave to get his steam power washer using ARPA funds that was \$6,470.07, so that leaves a fund balance. As of right now, \$155,400.

Trustee Pellegrino

We approved this evening for the fire department flooring.

Village President

We must have all the ARPA Funds committed by the end of this year.

13. FINANCE AND FEE COMMITTEE

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

Trustee Rewasiewicz

Ginger and I have been working on the banks' interest rates and trying to get a better performance. They're not any designated or named accounts, they are just a bunch of numbers. We are setting it up so it is easier to know which account is which.

Accounts that are over 5 percent interest. 5.38% I believe is the number was we've been given. They have also agreed to waive all the fees because we have the seven accounts, and they want to work with us.

Village Clerk

We've put some additional protection on our checks because mail fraud is on the rise and we send out some pretty substantial checks. If one of our checks is presented and the number is different, the bank holds that check and we authorize that payment.

Trustee Rewasiewicz

Over the past two months, we've been going over our fee schedule which in some cases hasn't updated in a long time. There's a long list of changes and I'm putting it all together for the next board meeting.

b. Discussion and/or Action as Necessary: Review and approve monthly bills and payroll.

Trustee Rewasiewicz: Motion to approve the monthly bills and payroll check number 18909 to 189079 for a total of, property taxes, \$1,827,601.34 including payroll, federal and state withholding and monthly bills with one voided check, number 18950 for a printing mistake. Seconded by Trustee Hall. Motion Carried. 01:32:53

14. Reports: Building Inspector, Fire, Police and Public Works Departments. Filed

15. Motion for Adjournment.

Trustee Pellegrino: Motion to adjourn at 8:31. Seconded by Trustee Nottling. Motion Carried. 01:34:01

Virginia Keleher
February 8, 2024