

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
SEPTEMBER 14, 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, D. Hall and D. Nottling.

Absent: Trustee A. Pellegrino

Also present: Village Clerk: R. Bagley and incoming Clerk V. Keleher

Others in attendance: D. Samuels, C. Schroeder, D. Carrasco- Zanini, S. Svec, Ed & K. Westrick, A. Rydzik and Acting Fire Chief Steve Wilton of the Kettle Moraine Fire District.

3. The Pledge of Allegiance was recited.

4. **Village Board Meeting Minutes from August 10, 2023 –**

Motion by D. Stellpflug, seconded by J. H. Taylor, to approve the August 10, 2023 Village Board Meeting minutes, as submitted. Motion carried.

5. **Public Comment-** No official action will be taken under Public Comment.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to open the meeting to Public Comment. Motion carried.

Ed Westrick-628 Prairie View Drive- The Fire Dept. is taking over exercising the fire hydrants by the Fire Dept. The Fire Dept. should not be doing this.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to open the discussion to Acting Fire Chief Steve Wilton. Motion carried.

Acting Fire Chief Wilton stated that he wants to make certain that the hydrants work. He does not want to find a hydrant that does not work. The Fire Dept. members are also testing in the Village of Eagle. This is a contracted service. Trustee J. H. Taylor believes that this is a situation between the Fire District and the Prairie Village Water Trust.

D. Samuels- 515 Karin Drive- Donna Samuels mentioned that she does not understand the Parliamentary Procedures listed in SS 61.24. Also, The Fire Department is requesting \$37,000.00 to be utilized in the 2023 Budget. It appears that the Fire Department will have a current excess budget of \$150,000.00 and she would like to know why.

The Tennis Courts can be turned into a Tennis Court and a Pickleball Court and Basketball Court all on the same site. One court is painted for Pickleball. The net will be higher for Pickleball.

Motion by G. Nickerson, seconded by D. Nottling, to close the Public Comment section. Motion carried.

6. **Village President-**

a. Report to the Village Board- President G. Nickerson mentioned that the Journal Sentinel labeled the Village of North Prairie #10 for the wealthiest municipality in Wisconsin. The Village is also the third lowest in taxes!

SunLife Policy requires a minimum of two full-time employees per policy. Currently, only one employee is choosing this policy so the Village may need to look into something different.

Also, the Planning Commission and Village Clerk is being sued by Laue's Landscape and Design for being denied to operate a landscape business in the Village. Legal Counsel has been informed of this situation.

b. Introduction of the Incoming Village Clerk Virginia Keleher- President G. Nickerson introduced our newly hired Village Clerk/Treasurer, Virginia Keleher, to take over upon the retirement of the current clerk, Rhoda Bagley. She received a wonderful round of applause as she is eager to begin this new chapter in her life!

c. 2023 Tax Collection Agreement with Waukesha County- Waukesha County will be providing the tax collection for the Village tax bills in 2023. The cost of this service will be \$2.30 per parcel if the Village does not have a lock box.

Motion by J.H. Taylor, seconded by D. Nottling, to accept the 2023 Waukesha County Tax Collection Agreement as submitted for the County to receive all payments for property taxes for which the Municipality has billed and choose \$2.30 per tax bill as the Village does not utilize a lock box. Motion carried.

d. 2023 Trick-or-Treat- The consensus of the Village Board is to hold Trick-or-Treat in the Village on Saturday, October 28, 2023 from 4:00pm until 7:00pm.

Motion by F. Rewasiewicz, seconded by D. Hall, to set Trick-or-Treat hours in the Village on Saturday, October 28th, 2023 from 4:00 pm until 7:00 pm. Motion carried unanimously.

e. Amendment to the Contract for Auditing Services with Schumacher/Sama- Last month, the Village Board approved a contract with this Company for \$17,500.00 for auditing services only. The additional cost for Special Accounting Services is \$8,500.00 which needs to be added to the agreement, for an annual grand total of \$26,000.00.

Trustee J. H. Taylor believes that the "amendment to the Contract for Auditing Services" is unclear.

Motion by D. Hall, seconded by F. Rewasiewicz, that the Board approve the additional cost and add an amount not-to-exceed \$7,500.00 for Special Accounting Services per the revised contract dated August 21, 2023. Motion carried. Opposed: J. H. Taylor

f. Update on Accountant H. Jeanson working with the Village for the 2024 Budget- Village President G. Nickerson stated that Accountant H. Jeanson will be working with the Village through the end of the year, along with assisting on the 2024 Budget.

g. Update on the Fire Chief for KMFD- The Fire District received the resignation of Fire Chief Scott Kugel on August 24, 2023. Fire Chief Steve Wilton will continue to be the Acting Chief.

h. Appointment of a member of the Village Board to assist with the Parliamentary Procedures- President G. Nickerson would like to appoint Trustee J. H. Taylor as a Village Board member to assist with meeting rules and the presiding officer, Parliamentary Procedures and Roberts Rules of Order. WI Statute 61.24. Trustee Hall requested that the WI State Statute 61.24 be read into the record. After reading it into the record and much discussion regarding the validity of opinion submitted Village Legal, President Nickerson said that he would

request more clarification from the Village Attorney for the next Village Board meeting. There were no objections from the Village Board for the President to do so. Therefore, this will be tabled for more information.

i. Request from Virginia Keleher, incoming Village Clerk, to be paid half of September salary with the current payroll, and the second half to be paid with regular payroll in October.

Motion by G. Nickerson, seconded by J. H. Taylor, to pay one/half of the salary to the incoming Village Clerk in September, and one/half of the monthly salary in October. Motion carried unanimously.

7. Village Clerk-

a. Report to the Village Board- no report.

b. Request for Agenda Packet on the website- The Deputy Clerk is running a survey with the WI Clerks to determine how many Clerks post the entire Board packets on the website. The Village also needs to determine if the website is ADA compliant. The Web Host will also need to provide the space for large agendas.

c. Temporary Picnic License for North Prairie Lion's Club for North Prairie Harvest Fest- Sept. 15, 16 & 17, 2023-

Motion by J. H. Taylor, seconded by D. Nottling, to approve the North Prairie Lion's Club Temporary Picnic License for Harvest Fest to serve beer, beginning on Friday, September 15th at 5:00 pm until 11:00 pm, Saturday, September 16 from 10:00 am until 11:00 pm and Sunday, September 17 from 10:00 am until 5:00 pm. Motion carried unanimously.

d. Operator's License for Sherrie Erbs for the North Prairie Lion's Club- She has met all of the conditions for licensing.

Motion by J. H. Taylor, seconded by D. Nottling, to approve the Operator's License for Sherrie Erbs upon meeting all of the licensing requirements. Motion carried.

8. Public Safety & Protective Services Committee-

a. Report on discussion or action taken at previous meetings, reports or future agenda items- The Police Dept. has excess funds in their budget and would like to use the funds to apply towards a new squad in 2024. An order could be placed in November to receive a 2025 model.

b. Request by KMFB (Kettle Moraine Fire Board) for an additional \$37,000.00 to be utilized in 2023- No action was taken at this time.

9. Public Works Building & Grounds Committee-

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

Trustee D. Stellpflug stated the Committee met on August 28th. They conducted the DPW annual review and worked on the 2024 Budget. The Road Certification is due at the end of this month. The nets will be set up on the Tennis Courts on Monday. Prairie Village Natural Gardens would like more land and will beautify the south side of the Village Hall. They will bring a proposal to the Village Board.

b. Contract with Waukesha County to provide North Prairie with Salt for the 2023-2024 Snow season-

The County is proposing a cost of \$91.75/ton for salt for the winter season.

Motion by D. Stellpflug, seconded by D. Hall, to approve the 2023-2024 Salt Contract with Waukesha County to provide salt at a cost of \$91.75/ton for the Village of North Prairie. Motion carried.

c. Increase of 2.8% for the 2024 Budget for John's Disposal-

Motion by D. Stellpflug, seconded by J. H. Taylor, to approve the increase of 2.8% for the 2024 Budget for John's Disposal.

Trustee D. Hall recommended looking at competitive services for next year.

Motion carried.

d. Request to use Community Room for fitness - workouts open to the public-

A group would like to utilize the Community Room for fitness- open to the public at no charge.

Trustee J.H. Taylor asked about liability and a Certified Instructor? The procedure has always been to go through the Village Clerk for availability.

Trustee D. Hall suggested putting an agreement in place prior to moving forward. Cleanliness is essential. The Committee recommended to approve the use of the Community Room for fitness classes.

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to allow workout/fitness classes open to the public and go through the same application process as people renting the hall, on a temporary basis for 45 days.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to allow Village Resident Donna Samuels to speak on this issue. Motion carried.

D. Samuels stated that this is the same as a group of moms getting together at a park/utilizing the playground equipment. Things like this would benefit the Community. Wet shoes would not be allowed. Classes could begin at 7:00am and end by 8:00am Mondays through Fridays, two or three days a week. A Certified Trainer would be overseeing the classes.

The Village could have a trial period of 45 days at no cost from October 2nd thru November 17th and/or designate fees associated with the use.

Trustee J. H. Taylor, yes. All others, no. Motion fails.

Motion by D. Hall, seconded by J.H. Taylor, to have the Village Board approve the request and recommendation from the Building & Grounds Committee to allow the use of the Community Room for fitness/workouts open to the Public Monday – Friday from 6:45am through 8:15am for a trial period from Oct 2 - Nov 17 at no charge to Community members using the Community Room and no clean-up fee will be charged. D. Samuels will take care of any and all clean up, if necessary. The Village has the right to revoke the use of the room at any time if all conditions are not met.

Motion carried. Opposed: Trustee J.H. Taylor

10. Personnel and Policy Committee

a. No meetings. Lack of quorum.

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

a. No meeting.

12. Finance, Fee and Insurance Committee-

a. Trustee F. Rewasiewicz stated that the Committee hosted the first Budget meeting on September 7th, with the next meetings to be held on Sept. 19th for the Finance & Fee Committee and full Village Board Budget meeting on Sept. 25th.

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 for \$25,405.55, including withholding of \$11,007.30, and regular accounts payable for \$205,692.00, including a loan payment of \$77,333.34 and a partial Road payment to Payne & Dolan, Inc. for \$82,150.50 for the Road Program. Motion carried.

c. Citizen's State Bank 2-Year Loan Quote for \$150,000.00 for the Road Program.

President G. Nickerson stated that the Village borrows funds occasionally in order to keep the debt service stable.

Motion by F. Rewasiewicz, seconded by D. Hall, to enter into a loan from Citizens Bank for 2 years for the amount of \$150,000.00 to cover the Road Program expenses in 2023 and to accept the current interest rate of 5.725%. The Resolution Number for the new loan will be RESOLUTION NO. 2023-02 for the road work.

Motion carried. Opposed: Trustee J.H. Taylor

13. Reports: File the Reports for the record.

Motion by G. Nickerson, seconded by F. Rewasiewicz, to open the meeting to Assistant Fire Chief Steve Wilton for comments from the Kettle Moraine Fire Dept. Motion carried.

Assistant Fire Chief Wilton mentioned the Fire Dept. has had 423 calls for the year so far, with North Prairie having 66 of those calls for service. Village of Eagle President R. Spurrell is looking into the funding of the merged Fire Department. One ambulance is in the repair shop for maintenance and the District is in the process of hiring a new administrative assistant.

Motion by D. Nottling, seconded by J. H. Taylor, to adjourn at 8:45 p.m. Motion carried unanimously.

Respectfully submitted,
Rhoda Bagley
Village Clerk