

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
October 13, 2022**

The meeting was called to order by President G. Nickerson at 7:00 p.m. in the Village Municipal Center. Roll call was taken with the following members present:

President G. Nickerson

Trustees: F. Rewasiewicz, J.H. Taylor, D. Stellpflug, A. Pellegrino and D. Hall

Trustee Absent: D. Nottling

The Pledge of Allegiance was recited.

Village Board Meeting Minutes from September 8, 2022 -

Motion by J. H. Taylor, seconded by D. Stellpflug, to approve September 8, 2022 Village Board minutes as submitted. Motion carried.

Public Comment: No Official action will be taken.

Motion by D. Hall, seconded by F. Rewasiewicz, to open the meeting to citizens present for any public comments. Motion carried.

J. H. Taylor, 400 N Main Street (property in discussion), mentioned that in March of 2022, the portion of B-3 (Business) Zoning on his property along Hwy 59 was changed back to A-T (Agricultural Transitional) which was the original zoning. J. H. Taylor has verified that the correction has been made. This was completed by the Village Engineers, Ruekert & Mielke, of Waukesha. Mr. Taylor also stated that the WI DNR designated wetlands differed from the wetlands depicted by the Village Engineering firm. Ruekert & Mielke, also has designated areas as wetlands 50 feet higher than actual water levels, and has evaluated property in the Town of Genesee which is outside of the property. The accuracy of the work should be investigated prior to paying any bills. The designated wetlands should be aligned the same by the WI DNR and Ruekert & Mielke. Mr. Taylor stated the Zoning District was eventually corrected from B-3 to A-T and now can move forward with planting trees. The invoice from Ruekert & Mielke will be reviewed at the November Village Board meeting. President G. Nickerson is recommending that the Plan Commission check into this further.

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

Motion carried unanimously.

VILLAGE PRESIDENT REPORT:

Village President G. Nickerson stated that the Village is continuing to work on updating the Comprehensive Emergency Management Plan. The Kettle Moraine Fire District has provided hiring guidelines for new members joining the District.

Deputy Clerk Pauline Widgerson contacted Waukesha County to determine the timing if the Village chooses to have a referendum on the 2023 ballot for the April election. The verbiage

would need to be to the State by Dec. 13th and to the County by Dec. 14th in order for the Village to exceed the 3% increase in levy.

The Wisconsin State Elections Board is providing a grant for Election security. A laptop computer could be purchased to be used for Elections only, including a mouse, scanner and anti-virus software, and stored in a locked closet. To be approved for the grant, the equipment must be purchased and the request submitted for reimbursement by December 31st, 2022. More information will be provided at the November Village Board meeting.

Update to the transition to .gov for the Village is moving along.

Instructing Village Clerk to prepare and maintain minutes of the Committee of the Whole meetings- President G. Nickerson checked with legal counsel and other communities and no community takes detailed minutes of the Committee of the Whole meeting. Only action items are included in the motions. No action was taken.

Rotroff Jeanson, SC Scope of Services regarding 2022 Auditing Services and fees- Rotroff Jeanson, SC provided a listing of the Audit Scope, Objectives and Reports for the year ended December 31, 2022 resulting in an annual fee of \$16,000, plus an additional fee of \$1,950 to file the Financial Report CT for WI.

Motion by D. Hall, seconded by J. H. Taylor, to approve the Rotroff Jeanson, SC Scope of Services letter dated September 16, 2022 for the year ending December 31, 2022 for a total of \$16,000, plus an additional fee of \$1,950 to file the Financial Report Form CT for WI. Motion carried.

Adopting the Waukesha County All Hazard and Mitigation Plan for 2022- President G. Nickerson explained that by adopting this Resolution as required by FEMA, the Village is eligible to submit for mitigation grants under FEMA for the pre and post disaster mitigation grant programs.

Motion by G. Nickerson, seconded by J. H. Taylor, to adopt Resolution 2022-03R Waukesha County All Hazard Mitigation Plan for 2022.

Discussion: Trustee J. H. Taylor asked if there was any cost involved and under what opportunity would this grant be used? Village President stated there would be no cost involved. Trustee D. Hall asked who participated in the planning and updating of the Mitigation Plan and suggested having our Village Engineer explain the value to the Village in adopting this Resolution. Trustee A. Pellegrino also has questions regarding this Plan. **Motion fails. More information is needed to make an informed decision and will be continued at the next Village Board meeting on November 10, 2022.**

2022 Tax Collection by Waukesha County for the Village of North Prairie-

Motion by D. Hall, seconded by J. H. Taylor, to enter into the 2022 Tax Collection Agreement with Waukesha County for 2022 at the rate of \$2.30 per parcel billed based on the number of

tax bills issued for the Village of North Prairie. The Village does not have a lock box. Motion carried.

Request from Trustee A. Pellegrino regarding increasing Community Communications through the use of Constant Contact type platform- Village President G. Nickerson checked with Legal Counsel regarding this issue and the Village would be responsible to make certain that the system is always working 100% of the time and that everyone has access. Trustee A. Pellegrino would like to keep Village residents informed of events/activities by allowing them to be tuned in to Village meetings. President G. Nickerson suggested having the Personnel & Policy Committee check into this further as to feasibility and costs involved.

Motion by D. Hall, seconded by J. H. Taylor, to allow the Personnel and Policy Committee to check into the feasibility and costs of broadcasting the Village Board and Plan Commission monthly meetings, along with any additional costs which may be involved, with a recommendation to the Village Board. Motion carried unanimously.

Amending/creating Village Ordinance on allowing school buses to utilize curb guard and flashing lights in areas of the Village that have sidewalks and curbing on either side- Motion by J. H. Taylor, seconded by F. Rewasiewicz, to adopt the new Village Ordinance 2022-01 to require school buses to utilize curb guard and flashing lights in certain areas of the Village that have sidewalks and curbing on either side of the street.

Police Chief S. Tamez stated that buses can use the arm and lights at any time in the Village with this Ordinance. This Ordinance allows enforcement. At this time, the buses cannot use the arm. The WI State Statute states that an ordinance must be created in order to utilize the arm on the bus within the Village limits.

Motion carried.

Retro-pay Kettle Moraine Fire District \$20,100 for operating expenses left out of the Village of North Prairie budget for 2022-

Motion by J. H. Taylor, seconded by F. Rewasiewicz, to retro pay the Kettle Moraine Fire District \$20,100 for operating expenses which were omitted from the 2022 Budget, and to be paid from the current 2022 Budget and not the General Fund.

Trustee D. Hall does not see a larger expense amount in 2023 for the operating expenses as the years should be close to similar. F. Rewasiewicz stated that a grant in 2022 reduced the Fire District budget for \$9,000 which reduced the budget for North Prairie. Trustee A. Pellegrino feels there is another error in the KMFD budget due to the employee reimbursable portion of health insurance benefits for full-time employees. This is not part of the operating expenses of the Dept.

Motion carried. Trustee A. Pellegrino opposed.

Waiving pay for the October 6, 2022 Joint Fire Board Budget meeting- The Village did not have a quorum of members in attendance at the meeting and did not participate.

Approval of 2023 Kettle Moraine Fire District Budget which the Fire Board approved on September 28, 2022.

Motion by J. H. Taylor, seconded by D. Stellpflug, to approve the 2023 Kettle Moraine Fire District Budget which the Fire Board approved on September 28, 2022, as submitted.

The Village of North Prairie is 37% of the total Fire District, so the 2023 Village Budget amount will be \$190,931.00 for 2023.

Roll Call Vote: F. Rewasiewicz- Aye, J. Heintz Taylor- Aye, D. Stellpflug- Aye, A. Pellegrino- Aye, D. Hall- No, President G. Nickerson- Aye. Motion carried.

From Plan Commission:

Rajwinder Singh's request to convert the upper suite of Bill's Self Service Gas Station into a café with food and beverages, beer and wine as a licensed venue-

President G. Nickerson explained that the Plan Commission approved the conversion of the upper level of Bill's Self Service Gas Station into a café (sit down dining) and the owner is requesting Class B Beer and Class C Wine licenses for the upper level. Trustee D. Hall asked if this use is allowed. President G. Nickerson stated that it is. Trustee D. Stellpflug stated that this business will be operated as a completely separate business from the gas station. There will be no expansion of the existing building.

Motion by G. Nickerson, seconded by J.H. Taylor, to open the discussion to R. Singh. Motion carried. R. Singh stated that no changes will be made to the upstairs. Trustee J. H. Taylor asked if it is possible to put in a second entrance for access to the upstairs. Mr. Singh stated that a second entrance is not required. The upstairs is currently empty and is wasted space. Trustee D. Hall asked if beer and wine will only be served upstairs. The answer is yes.

President G. Nickerson is abstaining from voting. Trustee D. Stellpflug will continue as the meeting leader.

Motion by D. Hall, seconded by A. Pellegrino, to approve the request of Rajwinder Singh for the Class B Beer license and the Class C Wine license, café, food and beverage service in the upper level of Bill's Gas Station.

Discussion: Police Chief S. Tamez asked if any gaming machines will be installed in the upper level. R. Singh does not know at this time. The beverages served upstairs will not leave the premises and will only be served upstairs. Police Chief Tamez and Trustee J. H. Taylor asked if a second egress will be installed for the safety of the patrons. The window egress is large enough. Chief Tamez is concerned that one interior exit is not sufficient.

Trustee D. Stellpflug mentioned that the Plan Commission mentioned the ADA accessibility for patrons and separate seating was mentioned in the downstairs area. He does not know the capacity or egress system for the downstairs area.

Vote: 1- Aye. 4- Opposed. Motion failed. President G. Nickerson had recused himself.

Trustee D. Hall does not feel that the Plan Commission is on the same page and should be recommending to the Village Board. Trustee A. Pellegrino would like more due diligence from the Building Inspector, Fire Chief and define the number of licensed Operators. The Board does not have an approval from the Fire Dept. inspection regarding capacity level.

President G. Nickerson stepped back in to continue to chair the meeting.

New property owner Daniel Majewski's request to convert the Methodist Church at 107 N Main Street to a residential property- President G. Nickerson mentioned that the Plan Commission is recommending rezoning the property to make it a residential property.

Motion by G. Nickerson, seconded by J. H. Taylor, to open the meeting to Mr. Majewski.

Motion carried. The Plan Commission is recommending changing the zoning if the new owner is planning to convert the church into a residence. Trustee D. Hall asked if the existing house will remain on the property. Yes, the existing house will remain on a separate parcel. The owner would like to build a garage off of the main driveway in the back. It appears that the two-car garage will be behind the church and right next to the property line. The Board members do not believe there is enough room with the offset to build a garage. The existing house already has a garage. President G. Nickerson stated that the only decision is to decide if this should go to a public hearing to rezone the property to residential.

Motion by J. H. Taylor, seconded by D. Hall, to request more clear and accurate information prior to any Public Hearing upon rezoning of the church property.

President G. Nickerson stated that it is the Board's decision to determine if this goes to a Public Hearing and rezoning to residential. Trustee J. H. Taylor is unclear and cannot support a Public Hearing until he has a clear idea of what the owner plans to do. This is not on the agenda to make a motion to rezone. D. Hall does not have enough information to consider a rezone in the downtown area. Mr. Majewski stated that this is his third church conversion and the property will add to the tax roll. Trustee A. Pellegrino mentioned the church has historical value to the Village.

J. H. Taylor is rescinding his motion and D. Hall rescinded her second. No action was taken.

Recommendation from Plan Commission for approval of Central Pattern and Machine proposed Garage/Material Storage addition located at 101 N Oakridge Drive- All requests were allowed by the Plan Commission. No action was taken.

VILLAGE CLERK/TREASURERS REPORT:

No report.

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

No report.

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

John's Disposal request to increase collection rate for 2023- \$.70 per location-

Motion by J. H. Taylor, seconded by D. Stellpflug, to budget for the increase of \$.70 per location for 2023 due to the increase in costs in personnel and equipment. Motion carried.

**Waukesha County Department of Public Works Letter of Agreement to Provide Winter materials to the Village of North Prairie for 2022-2023-
Motion by D. Stellpflug, seconded by F. Rewasiewicz, to accept the Waukesha County DPW Letter of Agreement to Provide Winter materials to the Village for 2022-2023 as submitted.
Motion carried.**

PERSONNEL AND POLICY COMMITTEE: The Committee has not had a meeting.

AD HOC ARPA Funds- A meeting is scheduled on Wednesday, October 26th at 7:00 p.m.

FINANCE, FEE AND INSURANCE COMMITTEE:

Monthly Bills and Payroll-

Motion by F. Rewasiewicz , seconded by D. Hall, to approve October payroll checks and Accounts Payable for September and October as recommended by Committee:

Payroll checks 17777-17797 & 17831 for a total of \$22,816.77.

Federal and State Withholding: \$8,278.11 paid electronically

Accounts Payable Vouchers for September and October:

Regular invoices for the Village: Checks 17769-17837 for a total of \$84,528.93.

Motion carried unanimously.

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

Motion by A. Pellegrino, seconded J. H. Taylor, to adjourn at 9:19 p.m. Motion carried unanimously.

Respectfully submitted

Rhoda Bagley

Village Clerk