

**VILLAGE OF NORTH PRAIRIE
VILLAGE BOARD MINUTES
October 10, 2024**

1. Call to Order

The meeting was called to order by President D. Hall at 7:00 p.m. in the Village Municipal Center.

2. Roll call was taken with the following members present:

Trustees: D. Hall, A. Pellegrino, C. Lampe, D. Schroeder, F. Rewasiewicz and M. McCormack

Also Present: Police Chief Salvador Tamez, Administrator-Clerk-Treasurer Evelyn Etten, Contracted Clerk Nancy J. Zastrow and seven residents.

3. Announcement of Closed Session pursuant to WI State Statute §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 interview applicants and consider for employment for individuals performing duties in the office of the Clerk in the Village of North Prairie; and, per Wisconsin State Statute §19.89, no Village Board member may be excluded from the closed session, however only committee members are allowed to speak or further participate during the closed session of the meeting.

Village President Hall read the announcement of Closed Session.

4. Pledge of Allegiance was recited by those present.

5. Approve Village Board Minutes:

May 9, 2024 – Trustee Pellegrino moved, second by Trustee Lampe to approve the May 9th, 2024 minutes with the following discussion. Trustee Schroeder does not recall the discussion on page 6 (c) regarding the approval of General Engineering Services agreement with Lynch & Associates for Engineering Services. Discussion followed. President Hall looked up the agenda and it was listed. Trustee Rewasiewicz noted the committee approved and recommended this to the Village Board. Motion carried.

June 13, 2024 – President Hall noted in the minutes it refers to having a list attached of the Liquor License and Operator Licenses approved and this is not attached. Staff will attach the list with the minutes. Trustee Pellegrino moved, second by Trustee McCormack to approve the June 13th, 2024 minutes with the addition of the operator and liquor license list. Motion carried. It was noted there are some errors with spelling of names – these will be corrected by staff.

September 12, 2024 – Trustee Rewasiewicz moved, second by Trustee Schroeder to approve the September 12, 2024 minutes as presented. Motion carried.

October 1, 2024 – Trustee McCormack moved, second by Trustee Pellegrino to approve the October 1st, 2024 minutes as presented. It was noted spelling of some names is incorrect – staff will correct these. Motion carried.

October 2, 2024 – Trustee Rewasiewicz moved, second by President Hall to approve the October 2nd, 2024 minutes as presented. It was also noted the spelling errors and staff will correct. Motion carried.

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

President Hall indicated the reports were included in the agenda packet and are also on file in the Clerk's office.

7. PUBLIC COMMENT (No official action will be taken under Public Comment)
Comments will be limited to 3 minutes per resident.

President Hall moved, second by Trustee Pellegrino to open the meeting for Public Comment.

Donna Samuels – Ms. Samuels stated she is following up on a request from about a year ago regarding looking at a much larger packet of information on the village website. She feels the public should be looking at exactly what the board is looking at. She noted she has attended the finance meeting and has not heard if they are doing anything about this. President Hall noted this was on a personal agenda for discussion.

Steve Svoc – Mr. Svoc stated he has heard around town talk of taking away funding for the Police service. President Hall noted the board cannot respond to this, but she is happy to discuss with him after the meeting.

President Hall moved, second by Trustee Lampe to close the public comment.

8. Presentation by Joe Koch and Tom Karthausser from the Mukwonago Area School District regarding the November 5th, 2024 referendum question pertaining to General Obligation Bonds in an amount not to exceed \$89,100,000 for the public purpose of payment the cost of a school building and facility improvement project

The presentation from the Mukwonago Area School District explained the upcoming referenda. They stated the \$102.3 million dollar referenda was defeated. They regrouped and have now amended the request to \$89.1 million with an emphasis on renovating the middle school. They are asking for community support. If the referenda passes they plan to start the design process in January 2025, ground breaking in 2026 and be open for the 2027/2028 school year. They reiterated they are concentrating on the middle school with this referenda. It was also explained that the school district will pay off the current debt in 2026 and they are ten years ahead of schedule with paying back the current debt. The new debt will then come on line, there will be no over lapping of debt for the school district. The school district is in good strong financial position and have a AA rating.

Trustee Pellegrino – you mentioned a ten-year capital plan, do you foresee another borrowing? The school district response was No.

Trustee Rewasiewicz – have you talked to people that would transition the 6th grade with the upper grades? It was explained Mukwonago School District is one of the few schools in the state that start middle school at the 7th grade level, most schools start with 6th grade.

President Hall moved, second by Trustee Rewasiewicz to open the floor to public comment on the information provided. Motion carried.

There were no public comments from the audience. President Hall moved, second by Trustee Rewasiewicz to close the public comments. Motion carried.

9. VILLAGE PRESIDENT

a. Report to Village Board

- Included in the Village Board packet is a letter from the Village Attorney regarding Open Meetings. She asked everyone to read the letter.
- Mr. Laue's property on Hwy ZZ – he cannot do work per the court. He needs the proper permits.

- Asked the board for their availability to have an additional board meeting to review and approve the 2025 budget. The consensus was to have the meeting on October 21st @ 6:00 pm.

b. Discussion and/or Action as Necessary: Appointment of Evelyn Etten as the Village of North Prairie's Administrator Clerk-Treasurer

President Hall explained she has contacted the Village Attorney and there does not need to have any additional action.

c. Discussion and/or Action as Necessary: Vacancy of Trustee position pursuant to Section 17.24 Wis. Stats

President Hall explained the board has three options regarding the vacant trustee position. The board can choose to leave unfilled until the next election which would be April 2025 for this position. The board could conduct a special election or they can appoint a resident to fill the remaining term. She put out a call to residents for letters of interest and received six responses of interest: Travis Schultz, Brad Beglinger, Donna Samuels, Bill Kubricky, John Donner and Steven Svec.

Trustee Rewasiewicz asked if we could have the candidates say a few words.

Trustee Rewasiewicz moved, second by Trustee Pellegrino to open public comments for the Trustee candidates. Trustee Lampe stated if the candidates could give one or two reasons why they would like to fill the vacant position.

Steven Svec – he is retired and has lived here for 35 years. He feels he can bring something to the table and has time to do it. He and his wife have been involved in different activities in the community for the past 17 years.

Brad Beglinger – moved to North Prairie in June of this year. He has a degree in mechanical engineering and feels he has a lot of common sense.

Donna Samuels – she has served on the board and plan commission. She attends board meeting fairly regularly and is a business owner. She is mindful of money and would serve the entire community.

John Donner – he moved into the community, but has lived in the area all his life. He would like to help the community.

Public Comment was closed.

Trustee Pellegrino thanked everyone for submitting a letter of interest. She stated she is thankful and hopeful, it has been a long time since we have had this kind of interest and is encourage for the future. Even if they are not chosen, please consider running for the board in the future. New blood, new ideas. She reiterated she is thankful for those who have applied and encourages them to run in April

President Hall stated she echoes the same sentiments. Nomination papers can be circulated beginning in December and only need twenty (20) signatures to get on the ballot. There will be three (3) Trustee positions and the Village President on the April 2025 ballot.

Trustee Lampe stated being new to the board does not matter everyone helps you to learn.

President Hall stated the board will vote via ballot. The board members should write the name of the candidate they would like to fill the position. The Clerk's will tally the votes. If there is a tie, another ballot vote will be taken. Ballots were counted and Donna Samuels received the most votes and will fill the unexpired Trustee position until April 2025. Ms. Samuels will need to receive the Oath of Office at the Clerk office.

d. Discussion and/or Action as Necessary: To authorize staff to publish notice of Public Hearing on November 14, 2024 to amend Zoning Code Section 4.10(10) as recommended by Plan Commission

President Hall stated the board does not need to take action on this. The date has been set by the Plan Commission.

10. VILLAGE CLERK

a. Report to Village Board. No report.

b. Discussion and/or action as necessary: To approve the Bartender/Operator License application for Kathleen Murphy

Staff is presenting the application for an Operator License for Kathleen Murphy with the recommendation for approval. Background check has been performed by the Police Department.

Trustee Rewasiewicz moved, second by Trustee Schroeder to approve the application received from Kathleen Murphy. Motion carried.

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

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

Trustee McCormack reported the Fire District budget was approved at the recent meeting.

b. Discussion and/or Action as Necessary: To authorize listing the 2014 Ford Explorer Squad car on Wisconsin Surplus

The committee is recommending listing the squad car on Wisconsin Surplus and needs approval of the Village Board.

Trustee McCormack moved, second by Trustee Schroeder to list the 2014 Ford Explorer Squad car on Wisconsin Surplus. Trustee Pellegrino asked what is the cost to the village to sell on Wisconsin Surplus. This is paid by the buyer, there is no cost to the village. Motion carried.

12. 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 Pellegrino reported there was no meeting in September. The next meeting will have a hefty agenda which will include discussion on the placement of the UTV/ATV signs for routes.

13. PERSONNEL AND POLICY COMMITTEE

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

President Hall reported the committee will put an emphasis on web-site updates and also revising the current Employee Manual.

- b. Announcement for closed session per Wisconsin State Statute 19.85(1)(c) for discussion considering employment, promotion, compensation or performance evaluation data of any and all public employees over which the governmental body has jurisdiction or exercise responsibility, specifically with regard to the individuals performing duties within the office of the Clerk**
- c. Discussion and/or Action: Motion to convene into closed session pursuant to Wisc. State Statutes 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 exercise responsibility: Specifically with regard to the individuals performing duties within the office of the Clerk. Roll Call Vote**

Roll Call vote was taken:

Trustee Rewasiewicz	yes	Trustee Schroeder	yes
Trustee Lampe	yes	Trustee Pellegrino	yes
Trustee McCormack	yes	President Hall	yes

Motion carried at approximately 7:50 pm to convene into closed session.

- d. Discussion and/or Action: Motion to reconvene into Open Session**

President Hall moved, second by Trustee Rewasiewicz to reconvene into Open Session at approximately 8:49 pm. Motion carried.

- e. Discussion and/or Action as Necessary: For any items brought forward from the Closed Session**

President Hall moved, second by Trustee Rewasiewicz to accept the resignation of Evelyn Etten effective October 11, 2024. Motion carried.

President Hall moved, second by Trustee McCormack to enter into contract with Evelyn Etten from October 14, 2024 – December 31, 2024. Motion carried.

14. FINANCE AND FEE/ARPA RECONCILIATION COMMITTEE

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

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

Trustee Rewasiewicz reported that as of tonight the 2025 budget is balanced.

Monthly bills check #19489-19576 in the amount of \$239,786.97 to be approved. Trustee Rewasiewicz moved, second by Trustee Schroeder to approve the monthly checks as presented. Motion carried.

- c. Discussion and/or Action as Necessary: Set Public Hearing date of November 14, 2024 @ 7:00 p.m. to adopt the 2025 budget**

Trustee Rewasiewicz moved, second by President Hall to set the Public Hearing to adopt the 2025 Budget for November 14, 2024 @ 7:00 pm. Motion carried.

15. Motion for Adjournment.

Trustee McCormack moved, second by Trustee Lampe to adjourn the October 10, 2024 Village Board meeting at approximately 8:52 pm. Motion carried.

Respectfully submitted,

Nancy J. Zastrow
Acting Clerk