

**VILLAGE OF NORTH PRAIRIE  
VILLAGE BOARD MINUTES  
JULY 11, 2024**

The meeting was called to order by President G. Nickerson at 7:02 p.m. in the Village Municipal Center. Roll call was taken with the following members present:

President G. Nickerson

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

Excused: M. McCormack

The Pledge of Allegiance was recited.

**No minutes to approve, they will be on the next Board agenda for approval.**

**PUBLIC COMMENT: Motion by G. Nickerson, seconded by A. Pellegrino to open the floor to public comments with a three-minute limit per resident. Motion carried unanimously.**

A resident expressed concern about the ATV/UTV ordinance being proposed. Stated it will cause noise issues, possible property damage and hard to enforce. Another resident was in favor of the ordinance as written. A letter from Tom Stigler was read; has concerns about the safety aspect of the ordinance.

**Motion by G. Nickerson, seconded by A. Pellegrino to close the public comment section.**

**Motion carried unanimously.**

**VILLAGE PRESIDENT REPORT:**

Budgets showing current expenses and revenues will be given out monthly to all trustees at the board meeting.

Training will be set up on ethics, open records and open meetings. Proposed costs will be on the next agenda for approval.

**2023 Audited Financial Statements as provided and presented by Schumacher Sama: Mr. Sama went over the highlights of the 2023 audited Financial Statement. A number of issues were encountered and attributed to the turnover in key personnel. There were issues with account balancing, journal entries, payroll rates, deposits, fixed asset tracking and budget amendments. The deficiencies found will need to have management responses prior to the auditors issuing final statements. Motion by G. Nickerson, seconded by C. Lampe, to approve the draft 2023 Audited Financial Statements as presented with final approval after management responses are added in. Motion carried unanimously.**

**Recommendation from Prosecuting Attorney Christopher Schultz to Cease and Desist issuing Fines and Removing all Fines to date Regarding our Incorrect Interpretation of Village**

**Ordinance 26-7 Outdoor Vehicle Storage that has been Assessed to Bradley Davis, 415 Karin drive: Motion by G. Nickerson to cease and desist issuing fines and void all fines issued to date with regards to the incorrect interpretation of Village ordinance 26-7, Outdoor Vehicle Storage to Bradley Davis, 415 Karin Drive, seconded by F. Rewasiewicz. Motion carried unanimously.**

**Update on St. John's Lutheran Church Emergency Management Plan:** The Village President met with Representatives from St. John's Lutheran Church to discuss their emergency management plan for evacuation of the church. They are requesting permission to use the North Prairie Municipal Building. This issue is an action item on this agenda and the motion will be addressed then.

**Request to Purchase a Knox Box for Emergency Entry into the Municipal Building—Kettle Moraine Fire District:** The Fire Department is requesting that the Village purchase a Knox box, which is a secure locking box that can only be opened by the fire department in an emergency to gain access to a building. **Motion by D. Hall to purchase and install a Knox box for the North Prairie Municipal building, seconded by A. Pellergrino. Motion carried unanimously.**

**New Trustee Training Options:** Tabled

**Letter to the Board from Ralph Sanders of Prairie Transport Regarding Bulk Water Charges and Lack of Notification: Motion by G. Nickerson, seconded by F. Rewasiewicz to allow Ralph Sanders of Prairie Transport to talk. Motion carried unanimously.** Mr. Sanders is upset about the lack of notification of the increase in bulk water rates to \$120.00 and feels the Village should reduce the rate back to \$60.00. All bulk water permit holders should have been notified, but it was found that Prairie Water did not have a permit. After much discussion, the Fee and Finance Committee will re-address the issue and this will be added to a future agenda.

**Village Clerk/Treasurer Report to Board:** Until a replacement can be found for the Clerk/Treasurer, Gail Tamez will be filling in. She will be working on the filing of reports, organizing the office, doing the date-to-day duties and verifying expenses and revenues were put in correct accounts. She also found out that the municipal code project was never completed and will be working with General Code to see where it was left off and how we can get on track to complete it. If you need anything contact numbers will be available for use when she is not in the office.

**PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE (Police, Fire, Municipal Court):**

**Ordinance 3-2024 to Create Chapter 50, Article I, Section 50-6 to Authorize and Regulate the use of All Terrian Vehicles and Utility Vehicles. Motion by D. Hall, seconded by D. Schroeder to adopt Ordinance 3-2024 with the corrections to the trail map, hours of operation to be**

**5am to 11pm (can't be used from 11pm to 5am) to Create Chapter 50, Article I, Section 50-6 to Authorize and Regulate the use of All Terrian Vehicles and Utility Vehicles with the Village of North Prairie. Motion carried 6-1 A. Pellegrino against.**

**Approval for Village President to Execute Letters to the Waukesha County Chairperson and Waukesha County District 14 Supervisor Petitioning Waukesha County to allow ATV/UTV access to Segments of CTH E located within the boundaries of North Prairie: Motion by D. Hall; seconded by F. Rewasiewicz to allow the Village President to execute letters to the Waukesha County Chairperson and Waukesha county District 14 Supervisor to Petition Waukesha County to allow ATV/UTV access to segments for CTH E located with the boundaries of North Prairie. Motion carried 6-1, A. Pellegrino against.**

**Decision on who will Supply Signage and Maintenance Responsibilities for signs to be placed in North Prairie for ATV/UTV Routes: Motion by G. Nickerson, seconded by F. Rewasiewicz to approve of the club/citizen groups to pay for and maintain ATV/UTV route signage. Motion carried 6-1, A. Pellegrino against.**

**St. John's Lutheran Church use of Municipal Building as Shelter in an Emergency: Motion by G. Nickerson to allow St. John's Lutheran Church to Utilize North Prairie's Municipal Building as an Emergency Shelter if needed, seconded by A. Pellergrino, Motion carried unanimously.**

**Overpayment of Court Financial Disbursements to Member Municipalities and Recommendation on How to Recoup: Motion by G. Nickerson, seconded by F. Rewasiewicz bill full dollar amount owed to each community overpaid court fines as amended to include full payment up front. Motion carried unanimously.**

This agenda has to do with payments made to the Villages of Eagle, Vernon and the Towns of Mukwonago and Eagle for citations amounts to due them for November and December of 2023 and January, February, March and April of 2025. The communities received payments that included amounts that should have been retained with the court.

**PUBLIC WORKS BUILDING AND GRUONDS COMMITTEE (Streets and Roads, Parks, Community Center, Civic Pride)**

**2025 Local Road Certification Survey WISLR Switching to Electronic Filing and Authorizing the President to Sign the Completed Document if Necessary:** The State is switching to electronic filing of the Local Road Certification Survey WISLR. No further action required at this time.

**Update on 2024-2025 LRIP State Municipal Project Award for Ferris and Morrisey Drives: Motion by D. Schroeder, seconded by F. Rewasiewicz to allow Dave Molitor to talk. Motion carried unanimously. No new update at this time.**

**Award Bid for 2024 Roads Project—Crack Sealing: Motion by D. Schroeder, seconded by A. Pellegrino. to award Thunder Road the 2024 Crack Sealing contract in the amount of \$57,542.00. Motion carried unanimously.**

**Award Bid for 2024 CBDG Sidewalk Project: Motion by A. Pellegrino, seconded by D. Hall to award the 2024 CBDG sidewalk project to C&J Services, Waterford in the amount of \$4,800. Motion carried unanimously.**

**Ordinance Regarding Disabled Parking in Front of Post Office: Motion by D. Schroeder, seconded by F. Rewasiewicz to accept the proposed wording for an ordinance to create: Chapter 50 – Traffic and Motor Vehicles, Article II, Section 50-34 is hereby amended to create the section as follows:**

**(11) No Person shall stop or leave standing any vehicle in the designated handicapped parking space on the west side of Harrison Street except for vehicles that are authorized by the State of Wisconsin Department of Transportation with a Disable Parking Identification tag (DIS tag) or temporary DIS tag. All other vehicles are prohibited from parking at this location. Motion carried unanimously.**

**This section will be created in ordinance 03-2024**

**Speed Limit Signage North Prairie Portion of Piper Road; Street Signs and Pavement Markings Hwy 59 and Main: Motion by D.Schroeder, seconded by A. Pellegrino to accept the proposed wording for an ordinance to create:**

**Chapter 50 – Traffic and Motor Vehicles, Article II, Section 50-33 is hereby amended to create the section as follows:**

**(45) For the Length of the north side of Piper from STH 59 to Waterville Road within Village limit for 35 miles per hour. Motion carried unanimously.**

**This section will be created in ordinance 03-2024**

**Broadlands Park Lighting:** Gave an update on the pavilion lamppost globe falling apart. More information will be forthcoming on the August agenda.

**PERSONNEL AND POLICY COMMITTEE:** Update on prior Clerk's resignation and how the daily operations will be handled until a new employee is hired. D. Hall went over the timeline for hiring a Administrator Clerk-Treasurer and stated that it was aggressive, but could be done.

**Temporary Staffing Needs for the Clerk's Office: Motion by D. Hall, seconded by F. Rewasiewicz to approve the temporary staffing needs for the Clerk's office as amended to reflect Treasurer's office as well with Gail Tamez working as the interim Clerk for an average**

of 15 to 20 weeks for \$35 per hour; Karen McDonald working 3 days a week from 10 to 2; 1 Friday from 9-5; Election Day and the day after the election and various training hours to get her ready to work the election for \$25 per hour. Motion carried unanimously. The interim Clerk hours may be more based on the issues encountered in cleaning up the office records.

**Requested Increase to Deputy Clerk's Hourly Wage Motion by D. Hall, seconded by F. Rewasiewicz to increase the Deputy Clerk's wage due to increased duties taken on to \$31.00 per hour. Motion carried 6-1, D. Schroeder against.**

**Ordinance Allowing the Creation of an Administrator Clerk/Treasurer Position**

This agenda item will be addressed at the August 2024 meeting.

**Update on the Search and Recommendation for the Position of Village Planner:**

After research, it appears that engineering firm hired by the Village has a planning service and it is included with the agreement already approved.

**FINANCE AND FEE/ARPA RECONCILIATION COMMITTEE:**

**Starting the budget process and working with the Village Clerk's to clean up the accounts that have the wrong expenses in them. Budgets are due to the committee by September 1, 2024.**

**Monthly Bills and Payroll-**

**Motion by F. Rewasiewicz , seconded by D. Hall, to approve June 2024 payroll checks 19274 – 19279 and 19282 - 19295 and 19335 for a total of \$23,197.37, court check 19333 for a total of \$129.50, A/P checks 19298 – 19332 for a total of \$30,668.92, Kettle Moraine Fire District check 19334 in the amount of \$67,239.75, for a grand total of checks \$121,235.50 as recommended by the Committee. 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 by C. Lampe to adjourn at 9:24 p.m. Motion carried unanimously.**

Respectfully Submitted  
For the Board  
Gail Tamez