

VILLAGE OF NORTH PRAIRIE
Village Board Meeting
January 9th, 2025

1. **Call to Order:** Village President Hall called the January 9th, 2025, Village Board meeting to order at approximately 6:32 pm.
2. **Roll Call:** Roll call was taken with the following present: President Deb Hall, Trustee Donna Samuels, Trustee Mike McCormick, Trustee Dave Schroeder, Trustee Frank Rewasiewicz and Trustee Cheri Lampe.

Also Present: Evelyn Etten, Police Chief Sal Tamez, Nancy J. Zastrow, Acting Clerk/Treasurer and approximately 50 residents.

3. **Pledge of Allegiance:** President Hall led the Board in the Pledge of Allegiance.
4. **Confirmation of Proper Notice of Meeting:** Administrator/Clerk/Treasurer Etten confirmed the agenda was posted in three locations and on the Village website.
5. **Approval of December 12, 2024 – Village Board Meeting Minutes:** Trustee Samuels moved, seconded by Trustee Rewasiewicz to approve the December 12, 2024 minutes as presented. There was a minor typo on page 3, this will be corrected.
6. **Presentation of Civic Pride Award and donation to Friends of Native Gardens**
President Hall announced the 2024 Civic Pride Award recipient Gary Nickerson. He was nominated for all the contributions he gave to the Village of North Prairie. Debbie Nickerson accepted the award. Mrs. Nickerson thanked everyone for this honor.

The financial component of this award has been donated to the Friends of Native Gardens in North Prairie. Several members of the group were in attendance and thanked Mrs. Nickerson for the generous donation towards their continued efforts.

John Heinz Taylor reiterated his family is donating two trees in memory of Mr. Nickerson, one for the village and one for the family. He ordered them today and will work with the village public works and the Nickerson family to get the trees planted in spring.

7. **Reports: Building Inspector, Fire, Police, and Public Works Department:** The monthly reports were submitted for the record. We are missing two from November – staff will follow up on those reports.
8. **PUBLIC COMMENT – (No official action will be taken under Public Comment)**
Note: Comments will be limited to 3 minutes per resident

President Hall moved to open the public comments, Trustee Schroeder seconded the motion at approximately 6:43 pm. Motion carried.

President Hall explained the Board would accept comments regarding the rate increase, but are not in the position to change anything.

Debra Carrasco-Zanini – 212 Corby Drive – She stated in 1988 she was elected as a trustee for the Prairie Village Water Trust (“PVWT”) and served until 1993. She has a lot of history on the PVWT. The water system is approximately 50 years old and was started by the

original developer of the Prairie Village Subdivision. The original developer went bankrupt homeowners in the Prairie Village subdivision took over the duties of the PVWT. There has been a lot of things being said Facebook and she said replacing the current 3 Trustees who are serving would not be in the best interest of the citizens or the PVWT. Regular communication is needed and a meeting should be held between the owners/users of water system and the current PVWT trustees.

John Heinz Taylor – 318 N. Main Street – Mr. Taylor stated this is listed as possible action, this is a private entity, and they should attend a water trust meeting for any action. President Hall explained the Village Board has zero say on the rate increase, the intent is to react and if the feeling of the of the Village Board is to send a letter encouraging open communication between the trustees of the PVWT and owners/users of the water system, the agenda allows the Village Board to react.

John Russell – 415 Prairie Drive – Mr. Russel stated he has posted on social media about the large increase in water fees by the PVWT. He asked if the Village Board could do the following:

1. Can the Village Board put a pause in any new construction in the Village?
2. Can the Village Board look at Ordinance 54.33 regarding abandoning private wells – could this ordinance be rescinded?
3. In regard to Ordinance 54.33 – if not rescinded, could the penalty be change to \$.01/per day?

He understands the board has no say on the Water Trust. He stated he is working on a petition to be brought to a future meeting of the PVWT.

There were no other comments.

Trustee Lampe stated if the residents/users want the PVWT to conduct a meeting, they certainly can submit a petition per section 14(e) of the Trust Agreement of the PVWT.

President Hall moved to close the public comment at 6:52 pm, Trustee Samuels seconded the motion and carried.

9. **VILLAGE PRESIDENT**

- a. **Report to Village Board:** President Hall reported Administrator Etten and President Hall met recently with DPW Dave Molitor regarding his retirement. He has stated he will let us know by April 1st but is looking at June 30th as a firm date. We will work with his timeline.
- b. **Discussion and/or Action as Necessary: Resignation from Trustee Amber Pelligrino:** President Hall explained Trustee Pelligrino submitted her resignation from the Village Board effective December 31st, 2024. President Hall read her resignation letter into record. President Hall stated Personnel & Policy will discuss how to proceed at their upcoming meeting.
- c. **Discussion and/or Action as Necessary: Appointment of Trustee Donna Samuels as Public Works, Building & Grounds Chair:** President Hall moved to appoint Trustee Donna Samuels as Chairman of the Public Works, Building & Grounds Committee, Trustee Schroeder seconded the motion and carried.
- d. **Discussion and/or Action as Necessary: Appointment of Trustee Dave Schroeder on to the Public Works, Building & Grounds Committee.** With the resignation of Trustee Pelligrino there is a vacancy on the Building & Grounds Committee. President Hall is recommending appointing Trustee Schroeder until May, 2025.

President Hall moved, second by Trustee Mc Cormack to appoint Trustee Dave Schroeder to fill the open position on the Building & Grounds Committee. Motion carried.

- e. Discussion and/or Action as Necessary: Appointment of Trustee Dave Schroeder to Plan Commission as the Trustee appointment. President Hall moved, second by Trustee Samuels to appoint Trustee Dave Schroeder to Plan Commission to fill the vacant trustee position. Motion carried.
- f. Discussion and/or Action as Necessary: Regarding the rate increase announced by the Prairie Village Water Trust, effective 1/1/25.

President Hall explained she placed this on the agenda to educate the Village Board and residents regarding the PVWT. She has been in contact with the staff at the PVWT and read into record a letter from the PVWT explaining they will be organizing a meeting and will notify the residents.

Trustee Samuels asked if the meeting would be open to the public. President Hall noted it would be open to the public, but they are not required to publish a notice, and she is not sure if the commercial properties will be invited. Trustee Samuels stated she is not sure if it is of any value to state our concerns, she sent an email to the trust to ask about the rate increase and has received no response. She reiterated we need more communication.

Trustee Samuels moved to draft a letter to the PVWT stating the Village Board would like to see transparency, communication and supporting documents for the rate increase. Trustee Lampe seconded the motion. Trustee Rewasiewicz agrees and would like to see us use our ability to help promote a water trust meeting. Transparency and an explanation would help the residents.

President Hall stated she would like to know what the capital improvements are. Trustee Schroeder asked if it is true the PVWT board only meets once a year and are only required to have an Annual Meeting. President Hall stated they are not required to inform anyone of any other meetings. Discussion followed. Trustee Samuels asked how soon the letter would be ready, it will need to be sent out tomorrow (Friday). Motion carried.

Trustee Samuels moved to suspend the rules to allow Lou McGiffek to speak, Trustee Rewasiewicz second at 7:20 pm.

Lou McGiffek – 217 Corby Drive – Ms. McGiffek stated the PVWT cannot have any vote without a ten-day notice. She explained she was a trustee of the PVWT until 1998, and she does not know the current trustees who are serving. We were the largest private water system in the state at one time. PVWT is governed by the WDNR and is not governed by Public Service Commission. They most likely meet monthly or at least regularly and are doing the best job they can. She also explained there are three wells – 900', 100' and 300'. The water is chlorinated and is fed by a natural spring. She noted the cost if the water system went public, water rates would be much higher than they are now.

President Hall stated this is an opportunity to open lines of communication, they will put a letter together and see what the next steps with the water trust will be.

g. Discussion and/or Action as Necessary: To review dual-authenticity sign in process.
President Hall noted in the board packet an explanation of the dual authentication and how it will work. She stated if anyone is having issues to let Administrator Etten know.

h. Discussion and/or Action as Necessary: To review and adopt the proposed organizational chart.

President Hall explained the Village should put into place an organizational chart. President Hall and Administrator/Clerk/Treasurer Etten worked together to create this. The Administrator is the day-to-day leader of all departments. Discussion followed.

Trustee Samuels moved, second by Trustee Lampe to approve the Village of North Prairie Organizational Chart as presented. President Hall stated this is a living document and as staff or committees change for the Village, the organizational chart will be updated. Motion carried.

i. Discussion and/or Action as Necessary: To review the job description for the Deputy Clerk/Treasurer's position.

Administrator/Clerk/Treasurer Etten and Assistant Clerk/Treasurer Zastrow worked on the job description. The position is budgeted for 15 – 20 hours/week at \$20 - \$22/hour. Discussion followed.

Trustee Rewasiewicz moved, second by Trustee Samuels, to approve the job description. Motion carried.

j. Discussion and/or Action as Necessary: To authorize the Village Administrator to post the employment ad.

President Hall explained the ad would be posted for 15 – 20 hours per week depending on the workload. Specifics will be left to staff discretion.

Trustee Rewasiewicz moved, second by Trustee Samuels, to authorize staff to post with the work schedule removed. Motion carried.

k. Discussion and/or Action as Necessary: To authorize the Village Administrator to begin the hiring process for the Deputy Clerk/Treasurer's position.

President Hall reviewed the timeline for hiring the deputy position. She explained in the past the Personnel & Policy Committee were involved in the interviews. President Hall is suggesting this does not need to involve Personnel & Policy and instead leave the interview and hiring process up to the Administrator. The consensus of the board agreed with the recommendation. No action was taken.

l. Discussion and/or Action as Necessary: Extension of Nancy Zastrow's contract.

President Hall explained the original contract with Zastrow was for 120 days and that is up at the end of January, 2025. There is a February primary, and staff would like to continue having support to run the election. Zastrow is willing to stay till the end of April.

President Hall moved, second by Trustee Rewasiewicz to approve the extension of the contract with Njzastrow Consulting LLC thru April 30th, 2025. Motion carried.

10. **VILLAGE ADMINISTRATOR/CLERK/TREASURER**

- a. Report to the Village Board - Administrator/Clerk/Treasurer Etten gave updates on the following:
- Tax payments are coming in steady. There was a mix up with the mailing address instead of going to the Waukesha County Treasurer it had the Village Hall address. Staff are taking any received at village hall to the county weekly.
 - ARPA Funds and Report – we have filed the necessary paperwork and accounted for 100% expenses.
 - Election Update – we will have a February primary, and the April Election will see races for Village President and Village Board.

Trustee Samuels asked for the status of the additional ExPress Vote machine. Staff are working with ES & S and hope to have this by the April election.

11. **PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE**

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

Trustee Mc Cormack reported he met with Municipal Judge and is working on issues. He is looking for a rental agreement for use of the village hall facility and also job descriptions. He is working to set up a meeting with the other municipalities involved with the court towards the end of the month.

Kettle Moraine Fire District, it appears the Village of North Prairie is paying more for coverage versus usage. The committee is working on a review of the fire agreement since the fire district inception. President Hall explained our fire agreement was a fixed cost when the merger happened. This was a combination of the three boards and each municipality would pay a percentage of the costs for the department. Based on the runs it appears North Prairie has 25% of the run volume but per the agreement we are paying 37%. The Village has the ability to request a review in accordance with the fire agreement.

12. **PUBLIC WORKS BUILDING & GROUNDS COMMITTEE**

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

Trustee Samuels reported there have been no meeting scheduled since last month. She is hoping to get a meeting scheduled for next week.

13. **PERSONNEL & POLICY COMMITTEE**

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

President Hall stated the committee has not met since November. A meeting has been scheduled for January 21, 2025 @ 8:30 am. There will be discussion job descriptions, Employee Handbook, Committee structures & responsibilities and code codification.

14. **FINANCE & FEE COMMITTEE**

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

Trustee Rewasiewicz reported the committee is working on the insurance renewal with R & R and hall rental procedures.

- b. Discussion and/or Action as Necessary: Review of RFP for Accounting Services.

Trustee Rewasiewicz explained the RFP for audit services. Administrator Etten worked on the RFP and brought it to the committee for approval.

Trustee Rewasiewicz moved, second by Trustee Schroeder, to solicit RFP's for audit services. Motion carried.

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

Trustee Rewasiewicz presented the monthly bills and payroll.

Trustee Rewasiewicz moved to approve check #19726 - #19791 which encompasses accounts payable and payroll in the amount of \$132,584.76. Trustee Schroeder seconded the motion and carried.

15. **MOTION TO ADJOURN**

Trustee Rewasiewicz moved, second by Trustee Schroeder to adjourn the January 9th, 2025, Village Board meeting at approximately 7:58 pm. Motion carried.

Respectfully submitted,

Nancy J. Zastrow
Assist. Deputy Clerk/Treasurer

Minutes Approved: 02/13/25

Evelyn Etten, Administrator/Clerk/Treasurer