

VILLAGE OF NORTH PRAIRIE
Village Board Meeting
February 13, 2025

1. Call to Order

President Hall called the February 13, 2025, Village Board meeting to order at approximately 6:31 pm.

2. Roll Call

Roll call was taken with the following in attendance: President Deb Hall, Trustee Donna Samuels, Trustee Mike McCormick, Trustee Dave Schroeder, Trustee Frank Rewasiewicz and Trustee Cheri Lampe.

Also in attendance: Police Chief Sal Tamez, Administrator/Clerk/Treasurer Evelyn Etten, Interim Clerk Nancy J. Zastrow and seven (7) residents.

3. Pledge of Allegiance

The pledge was recited by those present.

4. Confirmation of Proper Notice of Meeting

Administrator Etten confirmed the agenda was posted on the website and posted in three locations.

5. Approval of January 9, 2025 – Village Board Meeting Minutes

Trustee Samuels moved, seconded by Trustee Rewasiewicz to approve the minutes with the correct spelling of McGavoc on page 3. Motion carried.

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

Department reports were included in the agenda packet. There were no comments.

7. PUBLIC COMMENT – (No official action will be taken under Public Comment)

Note: Comments will be limited to 3 minutes per resident

President Hall moved, second by Trustee Rewasiewicz to open Public Comment at approximately 6:36 pm. Motion carried.

Deb Carrasco-Zanini – gave a report from Friends of Prairie Gardens – they have been working on buckthorn removal, and they were working with Amber Pellegrino to donate two (2) trees to Village. It was stated they will work with Trustee Samuels on this project.

She also noted 11d on the agenda regarding weed control – she wanted to thank the Board for not using weed killer which could do harm to the Native Gardens located in the Prairie Village Park subdivision and not spray north – south end of Village Hall.

There were no other public comments.

President Hall moved to close the public comments, seconded by Trustee Samuels. Motion carried.

8. VILLAGE PRESIDENT

a. Report to Village Board

President Hall read a thank you from the family of Trustee Rewasiewicz for the beautiful plant sent for his father-in-law's funeral.

Plan Commission was presented with a site plan for condominiums at Broadlands. This will come back as an amendment to the PUD, and they will need to include stormwater and grading plans.

The Prairie Village Water Trust meeting was held, and they have stated they will be more transparent. She stated as the Village Board we will continue to facilitate communication.

The Kettle Moraine Fire Board meeting was on January 23rd. The Fire Board approved an increase in fees for fire/EMS/Ambulance services, which are a 50% increase of each fee. Chief Nottling is to provide an updated fee schedule.

b. Discussion and/or Action as Necessary: Waukesha County Jt. Powers Agreement for County 9-1-1 Emergency System

President Hall presented the annual 9-1-1 agreement with Waukesha County.

President Hall moved, second by Trustee Samuels to approve the Waukesha County Jt. Powers Agreement for County 9-1-1 Emergency System as presented. Motion carried.

c. Discussion and/or Action as Necessary: To authorize the Village Administrator to re-post employment ad for Deputy Clerk or post employment ad Administrative Assistant type position

President Hall explained staff would like to repost for the Deputy Clerk/Administrative Assistant position. Staff received one application. Discussion followed regarding reposting looking for technology background and not so heavy on Deputy Clerk/Treasurer. The Personnel and Policy committee will look at this at its next meeting.

d. Discussion and/or Action as Necessary: Recommendation from the Plan Commission to set a Public Hearing for the amendment of Section 7.4A pertaining to the size of detached accessory buildings.

No action on this item.

9. VILLAGE ADMINISTRATOR/CLERK/TREASURER

a. Report to the Village Board

Administrator Etten reported there will be a February 18th primary for State Superintendent of Schools, and we will have the April 1st Election.

New office hours are working well. We are open to the public 2 ½ days a week.

Deputy Clerk applications only received one applicant.

She found the spending authority policy and included it in the agenda packet.

RFPs for Auditors were sent out and we received five (5) proposals. This will be discussed later on the agenda.

Designate set times and dates for all committee meetings. Currently, Plan Commission and Village Board are the only committees who have a scheduled date. It would make it easier for staff if a set date and time are established.

Current tasks – working on updating the Employee Handbook, RFP's for zoning ordinance and Comprehensive Plan updates and job descriptions.

10. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE

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

Trustee McCormack reported.

The Municipal Court is trying to find the lease agreement for the use of Village Hall for court. They are paying the Village \$4600/annually. The committee is reviewing the lease payment.

Currently, the Administrator is logging her time when she does court related duties. We are going to bill the court quarterly for Administrator time at \$60/hour. When the Administrator is answering or dealing with court issues, it takes her away from performing her regular duties.

Fire District – Trustee Schroeder did an analysis, which shows the Village usage of the KMFD is approximately 24% compared to the agreement which requires the Village to pay 37% of the KMFD budget. President Hall explained that per the Fire District Agreement between the municipalities, the Village of North Prairie is required to pay 37% of the KMFD budget for five (5) years when we agreed to merge with the Town and Village of Eagle. Per the agreement, any municipality can request a review and reallocation of the percentage split in the agreement. Trustee Rewasiewicz stated we are paying for on-call instead of per call and that makes a huge difference in KMFD budget. President Hall stated the next step is to have Protective Services Committee review and provide a recommendation to the Village Board.

Police patrol hours for the years 2022, 2023 and 2024 are decreasing each year and the committee will continue reviewing.

The Public Safety & Protective Services Committee will meet on the last Wednesday of each month at 4:00 p.m.

11. PUBLIC WORKS, BUILDING & GROUNDS COMMITTEE

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

Trustee Samuels reported the committee met.

CDBG grants are on hold, but the Village did receive reimbursement for 2024. Any future grants are on hold per the County. The grants were issued every other year, and we will wait to hear the status of the program.

Ferris Road project – Trustee Samuels met with Payne & Dolan and got an estimated cost for this project. There are LRIP funds to use for this project. The committee will follow up on this.

John Deere tractor is repaired and back in the shop. So far there have not been any leaks, and the switch is also fixed.

b. Discussion and/or Action as Necessary: Aquatic Biologist, Inc. annual contract and fish restocking fees for the ponds.

The annual contract for pond located in the Prairie Village subdivision. Aquatic Biologist have worked with us in the past. The committee is recommending acceptance of the quote from Aquatic Biologist in the amount of \$3,220.00. Discussion followed regarding the additional cost of 250 pounds of minnows with an additional cost. Public Works Dave Molitor is checking on another vendor for the minnows.

Trustee Samuels moved to approve \$3,220.00 with increase to \$4,000.00 for minnows and not to exceed \$4,000.00 for pond maintenance. Trustee Rewasiewicz seconded the motion and carried.

c. Discussion and/or Action as Necessary: COM2 contract for recycling events.

Trustee Lampe worked on gathering the information to host a recycling event in the Village for TV's, monitors, etc. This would be a free event to the Village. We are working on a two-day event, first one on May 15th from 4:00 – 7:00 pm and the next on October 11th from 9:00 am – 12:00 noon. The event will be held at Village Hall. Discussion followed. President Hall noted the wording to indemnify needs to be removed from the contract. President Hall is also concerned with using the Village Hall parking lot. She noted she had cleaned up the contract, removing parts that referred to Illinois law. Discussion followed.

Trustee Samuels moved, second by Trustee Lampe to approve the agreement with COM2 for an electronic event with the suggested amendments from President Hall. Motion carried.

d. Discussion and/or Action as Necessary: Envirocon annual contract for turf maintenance, fertilization, weed control and annual mulching.

This is the annual contract for turf maintenance. Tru Green has increased their pricing. Envirocon has done the work for the Village in the past. There is a 45-day window for the completion of the work.

Trustee Samuels moved, seconded by Trustee Rewasiewicz, to approve the contract with Envirocon in the amount of \$2,310.00 as presented. This would be just turf fertilization and weed control for all Village properties. Motion carried.

e. Discussion and/or Action as Necessary: Midwest Pros Exterior Painting of chain link fence at the tennis courts and acknowledgement of \$1,000 donation.

Midwest Pro submitted a quote last year and the price for 2025 would be \$2,250.00 and they have offered to donate \$1,000.00 to the Village. The balance to be paid would be \$1,250.00. They would like a letter of donation for the \$1,000.00 from the Village.

Trustee Samuels moved, seconded by Trustee Lampe to accept Midwest Pros Fence bid for painting the chain link fence at the tennis court for \$2,250.00 and to accept the \$1,000.00 donation for a total cost to the Village of \$1,250.00. Motion carried.

f. Discussion and/or Action as Necessary: Stop N Go Portables contract for portable toilets in the parks.

Stop 'n Go has presented a quote for portable toilets in the parks. \$50.00 for pickup and \$50.00 for delivery of the portable toilets. The monthly cost would be \$89 x 3 per month for a total of \$2,236.00. Public Works Molitor has been very happy with this company.

Trustee Samuels moved, seconded by Trustee Rewasiewicz to accept the quote from Stop 'n Go for portable toilets in the amount of \$2,236.00. Motion carried.

12. PERSONNEL & POLICY COMMITTEE

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

The committee met on January 29th and have set their monthly meetings for the third (3rd) Tuesday of the month at 8:00 am. Future items for the committee are:

- Looking at mission statement and core values for the Village
- Job descriptions
- Employee Handbook
- Policy for Deputy Clerk writing committee agendas and minutes
- Recodification
- Looking at committee structure and responsibility
- 30-day review with the Administrator – this will be done at the February 18th meeting
- Reviewing spending policy and possibly increasing limits
- Reinstating life Insurance policy for full-time employees.

b. Discussion and/or action as Necessary: Vacant Board Trustee position.

President Hall explained with the resignation of Trustee Pellegrino; the Board has options to fill the position. The Board could conduct a special election, appoint someone to fill or take no action. Trustee Pellegrino's term is up in April 2025.

President Hall moved, Trustee Schroeder seconded to leave the vacant trustee position vacant until the April, 2025 election when the position will be filled due to the election. Motion carried.

13. FINANCE & FEE COMMITTEE

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

Trustee Rewasiewicz reported the committee met and looked at the bills and payroll. They also reviewed the auditor proposals and R & R Insurance. Next month, they will look at re-valuation and met with Associated Appraisal.

b. Discussion and/or Action as Necessary: Review and approval of monthly bills and payroll.

Trustee Rewasiewicz moved to approve payment of checks #19729-19879, 19746, 19796, 19834 in the amount of \$2,437,388.11. Trustee Schroeder seconded the motion. Trustee Rewasiewicz explained there are tax settlement checks included in the check amount. Motion carried.

c. Discussion and/or Action as Necessary: Review Audit Proposals from four auditing firms with recommendation and/or approval.

Trustee Rewasiewicz explained we received five (5) proposals for audit services.

Baumann & Associates from Eau Claire offer a virtual presentation to the Board.

Trustee Rewasiewicz moved, seconded by Trustee Schroeder to approve Baumann & Associates in the amount not to exceed \$20,500 for auditing services. Administrator Etten stated she spoke with representatives from four of the firms and she is comfortable working with Baumann & Associated for the next three years. Motion carried.

14. Motion to Adjourn

Trustee Rewasiewicz moved, seconded by Trustee Schroeder to adjourn the February 13th, 2025 Village Board meeting at approximately 7:42 pm. Motion carried.

Respectfully submitted,

Nancy J. Zastrow
Interim Clerk

The Village of North Prairie board members approved the minutes from the Village Board meeting, February 13, 2025, on March 13, 2025.

**Evelyn Etten
Village Administrator/Clerk/Treasurer**