

MEETING NOTICE AND AGENDA
MEETING OF PERSONNEL AND POLICY COMMITTEE
April 3, 2025 @ 8:30 a.m.
North Prairie Village Hall - 130 N. Harrison Street
North Prairie WI 53153

Call to Order.

Roll Call.

Confirmation of Proper Notice of Meeting.

1. Discussion and/or action as necessary: Approval of March 18, 2025, meeting minutes.
2. Discussion and/or action as necessary: Employment status on Administrative Assistant/Deputy Clerk
3. Discussion and/or action as necessary: Code Codification project.
4. Discussion and/or action as necessary: Update on North Prairie Village Board Committees & Responsibilities with recommendation to the Village Board.
5. Discussion and/or action as necessary: Rescind HR Policy 2010-04 and replace with HR Policy 2025-01 regarding Credit Card Usage Policy to align with current positions.
6. Motion to Adjourn.

Deb Hall, Chair
Frank Rewasiewicz, Member
Mike McCormack, Member

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact the Village Administrator/Clerk/Treasurer at 262-392-2271.

March 31, 2025

MEETING MINUTES
PERSONNEL AND POLICY COMMITTEE - VILLAGE OF NORTH PRAIRIE
March 18, 2025 @ 8:30 a.m.

Call to Order. D. Hall called the meeting to order at 8:32 a.m.

Roll Call. Present – Trustee Rewasiewicz, President Hall and Administrator Etten
Absent – Trustee McCormack

Confirmation of Proper Notice of Meeting. Hall confirmed the meeting was properly noticed.

1. Discussion and/or action as necessary: Approval of February 18, 2025, meeting minutes. Motion by Rewasiewicz; second by Hall to approve meeting minutes; **motion carried.**
2. Discussion and/or action as necessary: Deputy Clerk/Deputy Treasurer/Administrative Assistant employment process. Etten stated since the employment posting was changed to “Administrative Assistant” she has received 50-60 applications. She has narrowed the list to six potential candidates. She will start the interview process with the first interview being a telephone interview. She will then narrow it down to three candidates and conduct in-person interviews with Nancy Zastrow, Interim Clerk/Treasurer, assisting her in the interview process.
3. Discussion and/or action as necessary: Code Codification Project. Hall stated she needs to talk with the consultant performing this work. Item is to be discussed at a future meeting when additional information is available.
4. Discussion and/or action as necessary: North Prairie Village Board Committees & Responsibilities with recommendation to the Village Board. Hall provided the committee with a draft of a proposed outline of committees, boards and commissions and explained this now includes all the committees, etc. that NP is a part of. Hall to provide the draft to all trustees and request that the committee chairs review and provide any comments to Hall no later than April 1, 2025. No action taken.
5. Discussion and/or action as necessary: Mission Statement, Vision Statement and Core Values for the Village of North Prairie with recommendation to the Village Board. Hall presented the committee with a draft of the Mission Statement, Vision Statement and Core Values for the committee’s consideration. Hall stated the Vision Statement is taken directly from the Village’s Master Land Use Plan, which included a vision statement that was put in place at that time. For consistency, it is incorporated into this document. Etten to check with the Village Attorney to see if this should be adopted by the board as a proclamation or a resolution. Motion by D. Hall; second by F. Rewasiewicz to recommend the Village Board approve the Mission Statement, Vision Statement and Core Values as presented; **motion carried.**
6. Motion to Adjourn. Motion by D. Hall; second by F. Rewasiewicz to adjourn at 9:13 a.m.; **motion carried.**

Submitted by: Deborah Hall, President
March 18, 2025

Rescind &
Replace
w/ HR 2025-01

**VILLAGE OF NORTH PRAIRIE
HR POLICY 2010-04**

CREDIT CARD USAGE POLICY

The Village Board wishes to adopt an administrative policy regarding credit card usage as the Village has arranged for credit cards to be issued jointly in the name of the Village and those persons listed under Authorized Users below with a maximum credit limit for each set by the Finance Committee of the Village. The purpose of this policy is to establish guidelines for the issuing of credit cards by the Village to the Authorized Users of the Village, for the use of such municipal credit cards, and for the prevention of misuse of such municipal credit cards. The following policy applies to all use of municipal credit cards.

NOW THEREFORE, be it resolved by the Village Board of the Village that commencing on April 8, 2010, the following policy shall be adopted regarding credit card usage and that this policy shall be effective upon passage.

Authorized Users and Credit Limits

Bank credit cards, with the following credit limits, will be issued to the following employees or representatives of the Village, unless the Finance Committee recommends issuance of credit cards to additional employees or representatives of the Village:

- a. Director of Public Works with a credit limit of \$5,000.00
- b. Village Clerk with a credit limit of \$5,000.00
- c. Fire Chief with a credit limit of \$5,000.00
- d. Police Chief with a credit limit of \$5,000.00

Prior to initial receipt of any credit card, each Authorized User must agree to and sign the Agreement for Use of Bank Credit Card.

The cumulative maximum limit for all municipal credit cards shall be \$20,000.00, unless resolved otherwise by the Village Board and approved by the issuing bank. A municipal credit card may not be issued to any person other than a person referred to above.

When an authorized user takes a leave of any kind, he or she must surrender the municipal credit card issued to him or her to the Finance Committee for safekeeping in the Village's safe for the duration of such leave.

Every authorized user shall comply with all terms and conditions regarding the use of municipal credit cards as may be imposed by the issuing bank, subject, however, to the provisions of this policy.

Municipal credit cards are held by authorized users at the pleasure of the Village and any person to whom a municipal credit card has been issued shall surrender same to the Finance Committee upon demand for such surrender being made by the Finance Committee or the Village Board.

The Village Clerk, under the direction of the Finance Committee, shall keep a register of all persons to whom municipal credit cards have been issued.

If a municipal credit card is lost or stolen, the authorized user must report that fact immediately to the issuing bank, the Finance Committee and the Village Clerk.

The Finance Committee may approve the issuing of a municipal credit card to any particular person referred to above subject to such additional conditions and limitations as it may in its discretion consider appropriate, in addition to the conditions and limitations contained in this policy.

Authorized Uses

Municipal credit cards are to be used for business purchases on behalf of the Village, must be used only when no other means of payment is practically available, where the Village does not have an account with the business supplying the goods or service, or where the company will not issue an invoice to the Village.

The municipal credit card may not be used for personal expenses for any reason or borrowed by another individual.

Municipal credit cards are not to be used for personal travel, meals or accommodations. For approved business travel, employees will be able to utilize the municipal credit card up to the stipend amounts approved by the Finance Committee. The stipend amounts are contained in the Village of North Prairie Fee Schedule. Any expenses above these amounts or for other than stated stipends will be the responsibility of the individual. Advance payment options are not available. The credit card may be utilized for conventions and

meetings but if lodging and meals are included in the registration fee, the stipends will not apply.

The municipal credit card does not replace requisitions and purchase orders.

Unauthorized Use

Any use of a municipal credit card other than in the course of official Village business or other than in accordance with this policy will be regarded as unauthorized expenditure and any such expenditure shall be recoverable from the Authorized User concerned, without prejudice to the right of the Village to lay criminal charges relating to such use if the facts surrounding such use indicate the commission of a criminal act or acts.

Any employee, authorized user or representative of the Village who has any knowledge of any such unauthorized expenditure shall report such expenditure to the Finance Committee without delay.

The credit cards remain at all times the property of the Village and the bank from which it was issued.

Submission of Receipts

The Authorized User of the municipal credit card must obtain receipts for all purchases made with a municipal credit card and must submit such receipts with complete information (i.e. account numbers for correct posting, authorizing signature, etc.) regarding the purchase to the Village Clerk no later than the Monday prior to the Village's monthly scheduled Board meeting, which is currently held the second Thursday of each month.

If an employee uses a Village credit card and does not submit the appropriate receipt, the employee will be liable to the Village for the payment of that expense. Credit card accounts will be reconciled monthly and failure to submit receipts or abuse of the credit card may result in the loss of the credit card.

Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available from the Village Clerk; if, in some cases, the Authorized User merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Village is an exempt unit of local government.

Monthly Statements, Payments, and Audits

All monthly bank statements and correspondence will be sent to the Village Clerk. Payment of the monthly statement must be made in a timely fashion so that finance charges and/or late fees are not incurred. Timely payment requires the Authorized User who incurred the charges to properly complete the necessary paperwork and submit the same to the Village Clerk on a monthly basis.

The Finance Committee will review and audit the credit card expenditures and statements on a monthly basis.

Violations of Policy

Any person who violates this policy in any way shall be subject to disciplinary action as set by the Village Board.

Implementation of Policy

The Finance Committee shall be responsible for the implementation and enforcement of this policy, provided that it may delegate any of its functions under this policy, to any person who is an employee of the Village at its sole discretion.

Exceptions to this policy may be made only upon the authorization of the Finance Committee.

VILLAGE APPROVAL AND EFFECTIVE DATE

Approval of Policy by the Village Board and Effective Date: April 8, 2010.

Joseph Hoelkinger, Village President

Attest: _____
Rhoda Bagley, Village Clerk

VILLAGE OF NORTH PRAIRIE

HR POLICY 2025-01

(Replaces Policy No. 2010-04)

CREDIT CARD USAGE POLICY

This Policy rescinds and replaces Policy No. 2010-04 to adopt an administrative policy regarding credit card usage as the Village has arranged for credit cards to be issued jointly in the name of the Village and those people listed under Authorized Users below with a maximum credit limit for each set by the Finance Committee of the Village. The purpose of this policy is to establish guidelines for the issuing of credit cards by the Village to the Authorized Users of the Village, for the use of such municipal credit cards, and for the prevention of misuse of such municipal credit cards. The following policy applies to all use of municipal credit cards.

NOW THEREFORE, be it resolved by the Village Board of the Village that commencing on April 10, 2025, the following policy shall be adopted regarding credit card usage and that this policy shall be effective upon passage.

Authorized Users and Credit Limits

Bank credit cards, with the following credit limits, will be issued to the following employees or representatives of the Village, unless the Finance Committee recommends issuance of credit cards to additional employees or representatives of the Village:

- a. Village Administrator with a credit limit of \$10,000
- b. Village Clerk with a credit limit of \$5,000.
- c. Deputy Clerk with a credit limit of \$5,000.
- d. Public Works Supervisor with a credit limit of \$2,000.
- e. Police Chief with a credit limit of \$2,000.

Prior to initial receipt of any credit card, each Authorized User must agree to and sign the Agreement for Use of Bank Credit Card.

The cumulative maximum limit for all municipal credit cards shall be \$35,000, unless resolved otherwise by the Village Board and approved by the issuing bank. A municipal credit card may not be issued to any person other than a person referred to above.

When an authorized user takes a leave of any kind, he or she must surrender the municipal credit card issued to him or her to the Finance Committee for safekeeping in the Village's safe for the duration of such leave.

Every authorized user shall comply with all terms and conditions regarding the use of municipal credit cards as may be imposed by the issuing bank, subject, however, to the provisions of this policy.

Municipal credit cards are held by authorized users at the pleasure of the Village and any person to whom a municipal credit card has been issued shall surrender same to the Finance Committee upon demand for such surrender being made by the Finance Committee or the Village Board.

The Village Clerk, under the direction of the Finance Committee, shall keep a register of all persons to whom municipal credit cards have been issued.

If a municipal credit card is lost or stolen, the authorized user must report that fact immediately to the issuing bank, the Finance Committee and the Village Clerk.

The Finance Committee may approve the issuing of a municipal credit card to any particular person referred to above subject to such additional conditions and limitations as it may in its discretion consider appropriate, in addition to the conditions and limitations contained in this policy.

Authorized Uses

Municipal credit cards are to be used for business purchases on behalf of the Village, must be used only when no other means of payment is practically available, where the Village does not have an account with the business supplying the goods or service, or where the company will not issue an invoice to the Village.

The municipal credit card may not be used for personal expenses for any reason or borrowed by another individual.

Municipal credit cards are not to be used for personal travel, meals or accommodations. For approved business travel, employees will be able to utilize the municipal credit card up to the stipend amounts approved by the Finance Committee. The stipend amounts are contained in the Village of North Prairie Fee Schedule. Any expenses above these amounts or for other than stated stipends will be the responsibility of the individual. Advance payment options are not available. The credit card may be utilized for conventions and meetings but if lodging and meals are included in the registration fee, the stipends will not apply.

The municipal credit card does not replace requisitions and purchase orders.

Unauthorized Use

Any use of a municipal credit card other than in the course of official Village business or other than in accordance with this policy will be regarded as unauthorized expenditure and any such expenditure shall be recoverable from the Authorized User concerned, without prejudice to the right of the Village to lay criminal charges relating to such use if the facts surrounding such use indicate the commission of a criminal act or acts.

Any employee, authorized user or representative of the Village who has any knowledge of any such unauthorized expenditure shall report such expenditure to the Finance Committee without delay.

The credit cards remain at all times the property of the Village and the bank from which it was issued.

Submission of Receipts

The Authorized User of the municipal credit card must obtain receipts for all purchases made with a municipal credit card and must submit such receipts with complete information (i.e. account numbers for correct posting, authorizing signature, etc.) regarding the purchase to the Village Clerk no later than the Monday prior to the Village's monthly scheduled Board meeting, which is currently held the second Thursday of each month.

If an employee uses a Village credit card and does not submit the appropriate receipt, the employee will be liable to the Village for the payment of that expense. Credit card accounts will be reconciled monthly and failure to submit receipts or abuse of the credit card may result in the loss of the credit card.

Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available from the Village Clerk; if, in some cases, the Authorized User merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Village is an exempt unit of local government.

Monthly Statements, Payments, and Audits

All monthly bank statements and correspondence will be sent to the Village Clerk. Payment of the monthly statement must be made in a timely fashion so that finance charges and/or late fees are not incurred. Timely payment requires

the Authorized User who incurred the charges to properly complete the necessary paperwork and submit the same to the Village Clerk on a monthly basis.

The Finance Committee will review and audit the credit card expenditures and statements on a monthly basis.

Violations of Policy

Any person who violates this policy in any way shall be subject to disciplinary action as set by the Village Board.

Implementation of Policy

The Finance Committee shall be responsible for the implementation and enforcement of this policy, provided that it may delegate any of its functions under this policy, to any person who is an employee of the Village at its sole discretion.

Exceptions to this policy may be made only upon the authorization of the Finance Committee.

VILLAGE APPROVAL AND EFFECTIVE DATE

Approval of Policy by the Village Board and Effective Date: 04/10/25.

Deborah Hall, Village President

Attest: _____
Evelyn Effen,
Village Administrator/Clerk/Treasurer

AGREEMENT FOR USE OF BANK CREDIT CARD

This card is issued to you on a temporary basis, and remains the sole property of the Village of North Prairie (the "Village") and the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Finance Committee of the Village.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the municipal credit card.

I understand that if I take a leave of any kind, I must surrender the municipal credit card issued to me to the Finance Committee Chair for safekeeping in the Village's safe for the duration of such leave.

I hereby agree to comply with all terms and conditions regarding the use of the municipal credit card as may be imposed by the issuing bank, subject, however, to the provisions of the Village's policy regarding credit card use.

I have read and fully understand the Village's policy regarding credit card use and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued to: _____ Last 4 digits of card: _____

Card Holder Signature: _____ Date: _____

Signature of Witness: _____ Date: _____

Date of Surrender: _____

Administrator/Clerk/Treasurer Approval:

Signature: _____ Date: _____
(Evelyn Effen)