

**JUNE 26, 2024 MEETING MINUTES  
PERSONNEL AND POLICY COMMITTEE  
VILLAGE OF NORTH PRAIRIE**

Call to Order: 7:01 a.m.

Roll Call: Present – Frank Rewasiewicz, Deborah Hall, Mike McCormack  
Others Present - None

1. Discussion and/or action as necessary: Approval of June 4, 2024 meeting minutes. **Motion by F. Rewasiewicz, second by D. Hall to approve the June 4, 2024 meeting minutes as presented; motion carried.**
2. Discussion and/or action as necessary: Responsibilities, descriptions and duties of Village Board committees and its members. **D. Hall stated it appears the committee responsibilities, etc. have not been updated since 2001. Committee members agree it is appropriate to update the Committees responsibilities, roles and duties and instructed D. Hall to begin doing so.**
3. Discussion and/or action as necessary: Review suggested changes to the Employee & Elected Official Manual for North Prairie from the Law Firm Stafford Rosenbaum. **The committee discussed and will continue to review the suggested changes with the goal of having it finalized and ready to present to the Village Board by the Board’s September meeting; no action taken.**
4. Discussion and/or action as necessary: Staffing needs for the Village of North Prairie. **The committee discussed future staffing needs. D. Hall to discuss with Buildings and Grounds committee chair Dave Molitor’s retirement plans; no action taken.**
5. Discussion and/or action as necessary: Creation of policy regarding meeting agendas and minutes. **Item tabled.**
6. Discussion and/or action as necessary: Review of services and contract provided by Service Life pertaining to website. **Committee discussed the concerns regarding availability of information on the Village’s website. D. Hall provided information on surrounding communities websites and hosting of same; Committee to continue discussions.**
7. Discussion and/or action as necessary: Website design. **Item tabled.**
8. Discussion and/or action as necessary: Availability of agenda packets and minutes. **Item tabled.**
9. Discussion and/or action as necessary: .gov emails for Plan Commission members. **Item tabled.**
10. Discussion and/or action as necessary: Ordinance creating Village Administrator position with recommendation to the Village Board. **Item tabled.**
11. Motion to adjourn. **Motion to adjourn by D. Hall, second by F. Rewasiewicz to adjourn at 8:35 a.m.; motion carried.**

Submitted July 30, 2024  
Deborah Hall