

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

Call to Order. D. Hall called the meeting to order at 8:30 a.m.

Roll Call. Trustees Rewasiewicz and McCormack, President Hall and Administrator Etten present

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

1. Hall made an announcement for closed session per WI State Statute 19.85(1)(c) for discussion for considering employment, promotion, compensation or performance evaluation data of any and all public employees over which the governmental body has jurisdiction or exercises responsibility, specifically with regard to the individuals performing duties within the office of the Administrator/Clerk Treasurer.
2. Discussion and/or Action: Hall made the motion for closed session; roll call vote: Rewasiewicz – aye; McCormack – aye; Hall – aye. Motion carried.
3. Discussion and/or Action: Motion to reconvene into open session. Motion by Hall; second by McCormack to reconvene into open session; motion carried.
4. Discussion and/or action as necessary: for any items brought forward from the closed session. No items brought forward.
5. Discussion and/or action as necessary: Approval of January 29, 2025, meeting minutes. Motion by Hall; second by McCormack to approve meeting minutes; motion carried.
6. Discussion and/or action as necessary: Deputy Clerk/Deputy Treasurer/Administrative Assistant employment process. Etten stated there was one application and the candidate wasn't qualified. The committee discussed options including running the ad again and running an employment ad for an administrative assistant position. Etten directed to post job ad for administrative assistant.
7. Discussion and/or action as necessary: Request for proposal for planning firm. Item to be carried forward to a future meeting; no action taken.
8. Discussion and/or action as necessary: Review and revision of Policy FIN 2016-02 with recommendation to the Village Board. Hall stated due to the new administrator position and increase in overall expense for budgeted items, this policy should be reviewed. Motion to Hall; second by Rewasiewicz to recommend to the Village Board that policy no. FIN 2016-02 be rescinded and replaced with the following limits: expenditures of \$5,000 or less shall be approved and authorized by department heads; \$10,000 or less shall be approved by the administrator and expenditures over \$10k shall be approved and authorized by the Village Board; motion carried.
9. Discussion and/or action as necessary: Life Insurance benefit for full-time employees with recommendation to Village Board. Etten is in the process of obtaining quotes; no action taken.
10. 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. Item to be carried forward to a future meeting; no action taken.
11. Motion to Adjourn. Motion by D. Hall; second by McCormack to adjourn at 9:30 a.m.; motion carried.

March 16, 2025