

**MEETING NOTICE AND AGENDA  
MEETING OF PERSONNEL AND POLICY COMMITTEE  
March 18, 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 February 18, 2025, meeting minutes.
2. Discussion and/or action as necessary: Deputy Clerk/Deputy Treasurer/Administrative Assistant employment process.
3. Discussion and/or action as necessary: Code Codification project.
4. Discussion and/or action as necessary: North Prairie Village Board Committees & Responsibilities with recommendation to the Village Board.
5. Discussion and/or action as necessary: Mission Statement, Village Statement and Core Values for the Village of North Prairie with recommendation to the Village Board.
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 Clerk at 262-392-2271.

March 13, 2025

**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

### **Mission Statement**

The Village of North Prairie is committed to transparent, ethical and responsive government, and will actively and responsibly strive to provide the highest quality of municipal services consistent with the changing needs and desires of the community and a realistic assessment of resources available.

### **Vision Statement**

The Village of North Prairie seeks to preserve and enhance the existing Village center and residences while promoting additional residential and business growth that protects the rural atmosphere of the entire Village through the preservation of the environmentally significant areas, especially the woodlands and wetlands in the Village and its surrounding areas.

### **Core Values**

**INTEGRITY**

Always acting with honesty and ethical conduct.

**TRANSPARENCY**

Openly sharing information and decision-making processes with the public.

**ACCOUNTABILITY**

Taking responsibility for actions and decisions, being answerable to the public.

**PUBLIC SERVICE**

Prioritizing the needs and well-being of the community.  
Actively listen to and address concerns from citizens.

**RESPECT**

Treating everyone with equality, courtesy, dignity, and fairness.

**CITIZEN ENGAGEMENT**

Encouraging public participation and input in government processes.

**IMPARTIALITY**

Making decisions based on facts and objective criteria, not personal interests.