

**MEETING MINUTES FOR THE  
VILLAGE OF NORTH PRAIRIE'S FINANCE COMMITTEE  
SEPTEMBER 11, 2025, AT 5:00 P.M.  
MUNICIPAL CENTER – 130 N. HARRISON STREET**

1) Call to Order at 5:03 p.m.

2) Roll Call: Present: Trustee Dave Schroeder, Trustee Andy Harmann, Trustee Debbie Hall.  
Other Attendees: Administrator Etten, Carol S.

3) Discussion and/or Action: Approval of August 14, 2025, meeting minutes. Motion to approve as presented made by Schroeder, 2nd by Harmann, motion carried.

4) Discussion and/or Action: Review monthly bills and payroll with recommendation to the Village Board. Discussion was had regarding DPW Dave Molitor's final paycheck.

Motion by Schroeder to recommend the monthly bills and payroll to the Village Board as follows: Invoices, payable vouchers and payroll checks # 20310 - #20371, including (1) e-check for \$79,977.64. Payroll Tax Liability/Benefits of \$12,775.78 paid by ach make a total of \$92,753.42 for the September 11th, 2025, Board meeting; 2nd by Hall, motion carried.

5) Discussion and/or Action: Letter to Village of Eagle and Town of Eagle requesting a 33- $\frac{1}{3}$ % split for 2026. Discussion on continuing precedence of a yearly letter requesting review of budgeting split as a show of good faith and willingness to negotiate. Based on most current analysis of use, it was decided that a letter be sent with a suggested split of 27% North Prairie, 27% Village of Eagle and 46% Town of Eagle. Motion to send letter with 27/27/46 split made by Schroeder, 2nd by Hall. Motion carried.

6) Discussion and/or Action: Process for Joint Municipal Court billing for Evie's (administrator's) time spent on JMC activities. Our clerk administrator spends a portion of her time on court-related items. Motion to bill the court at \$60/hr for our administrator's time, initial billing January 1, 2025 - July 31, 2025, with another billing August 1, 2025 - August 31, 2025 and continuing monthly thereafter, made by Hall, 2nd by Harmann. Motion carried.

7) Discussion and/or Action: Regarding the Finance Committee's responsibilities & functions. Discussion only on the Finance Committee's duties to meet requirements. No action was taken.

8) Discussion and/or Action: Follow up on WE Energy's 39 Rite of Way Permits. Administrator Etten was successful in negotiating an agreement of \$100 for each permit. We Energies has paid in full. No action taken.

9) Discussion and/or Action: Regarding 2024 & 2025 reimbursement billable items for legal, engineering & planning fees. Application form for Plan Commission with fees. Discussion regarding revenue and expense line items for these reimbursables. Suggestions for the committee to also look at invoices from consultants (attorney, engineer, planner, inspector) to determine what expenses are reimbursable and should not be borne by the taxpayer. Plan Commission fees were discussed as well as procedures that need to be reimplemented. No action taken.

9) Motion to adjourn. Motion to adjourn by Hall, @ 6:16 pm., second by Schroeder, motion carried.

Minutes by Chairman Dave Schroeder submitted on 9/21/25